OAKLAND
COMMUNITY
COLLEGE

Memo

To: J.P. Adams II
Christine Beacco

From: Martin A. Orlowski, Director,
Institutional Planning and Analysis

Subject: Student Handbook Focus Group Analysis

Date: December 13, 1994

Attached is a summary of findings from the Student Handbook focus group held at D.O last Friday. In general, participants' responses to the handbook draft were very positive. The discussion resulted in several suggestions for improving the handbook, all of which are included in the enclosed summary.

Staff at the Office of Institutional Planning & Analysis would like to extend their thanks to all those involved in making the focus group a success. If you have additional questions or concerns, please do not hesitate to contact Caitlin Hawkins or myself at 7746.

cc: D. Jaksen
M. McCall

I:\MEMO\94087.MEM

Oakland Community College
Student Handbook Focus Group Analysis

Introduction

The following report summarizes the findings of a focus group organized to elicit student opinion on the formatting and content of a collegewide student handbook. Issues addressed by participants included the merits of presenting the information by campus versus subject, the accessibility of the information, the explanation of services, and the size and style of the handbook.

Methodology

Facilitated by staff from the Office of Institutional Planning & Analysis, the focus group consisted of nine OCC students, including three men and six women. Two of the participants were African-American. The hour-long meeting took place at OCC's District Office on December 8, 1994.

Issues

Organization

Currently, the handbook is divided into campus sections. Students discussed the possibility of reorganizing the information into college-wide subject areas. Initially, students were able to agree that, from the perspective of a new OCC student, the current format would likely be less overwhelming. Rather than being faced with the full array of services available throughout the College, the student would need only to read the information on her home campus. Most agreed that they identify more with their main campus than the college as a whole, making the campus organization a more appropriate choice. One participant, however, raised the issue that a new student would not necessarily be aware of the different services offered from campus to campus, and therefore might not know where to look for information. Others suggested that the alphabetized index inappropriately places District Office and Pontiac Center among the campus listings. While this information should be included somewhere in the handbook, they felt that the current format might mislead a new student to believe that District Office and Pontiac Center are campuses.

Further into the discussion, the organization issue resurfaced during a conversation about the handbook's content. After being asked to locate information on a specific service, several participants noted that much of the information in the handbook is duplicated. For example, information on the food services available at each campus is repeated in each section, the only difference being the location and hours. Others agreed that the handbook could be less repetitive by reorganizing the information into college-wide subject areas. For services available on multiple campuses, hours and locations could be listed in one place. By the end of the discussion, participants had presented strong arguments for each way of organizing the material, but had not been able to reach consensus.

Content and Accessibility

When asked to consider the content of the handbook, most participants felt that the information included would adequately address the typical questions of a new OCC student. One addition which all agreed would be very useful would be a section of area and campus maps.

One participant noted that while most campuses are well-marked, there are not publicly displayed directions for getting from one campus to another.

Several participants felt that the information on the registration process was inadequate. Specifically, they raised the issue of including a registration calendar of dates and deadlines. Another participant questioned whether the information on financial aid could also include dates. All agreed that both the registration and financial aid processes are confusing, and that publishing dates in the handbook might ease the process. Others noted that the ASSET testing procedures are not currently outlined anywhere, and could be clarified in the student handbook. This discussion led one participant to suggest that placing the general information section at the beginning of the handbook might help new students through the enrollment and registration process. She noted that this information might be particularly helpful if it could be presented in a chronological "how-to" format, leading the student through all the necessary steps of admission, enrollment, ASSET, financial aid, and registration. All participants agreed that this addition would be useful regardless of the way in which the rest of the handbook is to be organized.

Other than the concerns noted above, participants did not feel that the handbook omitted any important information. When one participant attempted to look up information on Southfield admissions, it was discovered that some of the drafts were missing pages or were incorrectly numbered. Another participant noted that while student activities are mentioned, there is no comprehensive list of the actual clubs and organizations which operate on each campus. Others felt that information on the computer labs should be included.

In general, participants agreed that the information provided was clear and easy to understand, with the exception of the ASSET description. Several participants recalled their own difficulty in understanding the ASSET procedure, noting that the current description does not indicate that ASSET is actually a test and must be taken before enrollment in certain courses is possible.

Size and Style

Participants were in agreement that the smaller size would be much more convenient for everyday use. They also preferred the spiralbound to the tapebound option, as tapebound books do not open as easily and are more likely to break. Several participants anticipated that new students would be likely to carry the handbook with them --particularly if maps were included-- and that the smaller size and spiral binding would be more convenient.

Conclusion

In general, participants supported the concept of providing a student handbook. While they felt it would be most useful for new students, several suggested making the handbook available to continuing students, who might be unaware of some of the services provided. However, all participants agreed that the information included in the handbook--particularly regarding registration, financial aid, and ASSET--would be most useful if available to students before they registered. One participant suggested that mailing the handbook with an admission letter would allow new students to make the most of the information included.

Student Handbook Focus Group Questions

1. The OCC Student Handbook is divided by campus. Do you see yourselves as OCC students first and foremost, or do you identify more with an individual campus? Given the way you feel about this, are there good reasons to leave the handbook organized as is (by campus) or should it be re-formatted? If so, what format would be best?

2. Think about the types of information you have needed access to during your time at OCC. Is this information available in this handbook? Try to find one of these pieces of information--is it included? Easily accessible? Can you think of anything that is missing?

3. Are the explanations of the college services clear? Could the language or phrasing be changed to make it easier to understand?

4. Is the size and style of the handbook practical for student use? Would it make for more sense for the handbook to be larger/smaller? Should it be bound differently?

5. Given today's discussion, do you think the handbook is necessary? Would it benefit OCC students?

Post-it™ Fax Note 7671	Date 12/6	# of pages ▶ 1
To Chris Beacco	From Caitlin	
Co./Dept. DO	Co./Dept. Planning/Analysis	
Phone #	Phone # 471-7746	
Fax # 1841	Fax #	

Chris:

These are the questions we've developed — if there are others you'd like to see, or you have other questions about the focus group, please call me at 7746. I'll be in the office all day Thursday, and Friday morning before the session.

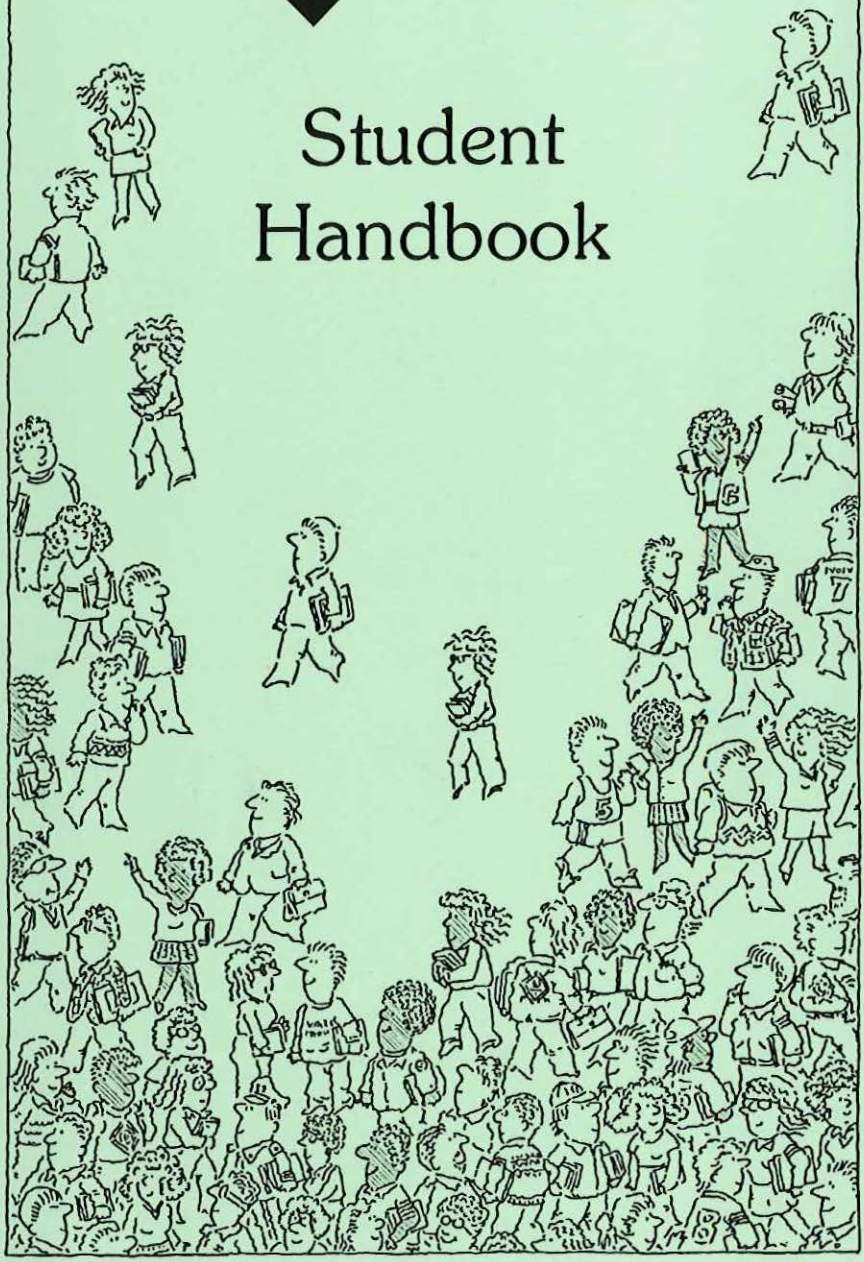
Thanks —
Caitlin Hawkins

ORIGINAL

DRAFT

OAKLAND
COMMUNITY
COLLEGE

Student Handbook



VISION/VALUE STATEMENT

Oakland Community College is a dynamic, accessible, learning-centered community dedicated to excellence. This community values:

- Shared responsibility, open communication, collaboration
- Personal empowerment, integrity, ethical commitment
- Diversity, global awareness, responsiveness to community needs.

OCC has made every effort to ensure the accuracy of information presented in this handbook at the time of publication.

We recommend you contact specific offices directly to verify office hours.

Publication date September 1994

Equal Opportunity/Sexual Harassment Policy

Oakland Community College does not discriminate against applicants, employees or students on the basis of race, religion, creed, color, national origin or ancestry, sex, age, height, weight, marital status, sexual orientation, Vietnam era veteran status, disability or handicap, nor will sexual harassment be tolerated in its employment practices and/or educational programs or activities. Those concerned about the above should contact the: Equal Opportunity Compliance Officer, Oakland Community College, 2480 Opdyke Road, Bloomfield Hills, MI 48304-2266. Phone (810) 540-1500.

4-YEAR CALENDAR

1993

JANUARY

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4-YEAR CALENDAR

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List by Service & Campus

Table of Contents

Auburn Hills Campus

District Office

Highland Lakes Campus

Orchard Ridge Campus

Pontiac Center

Royal Oak Campus

Southfield Campus

General Information

OAKLAND
COMMUNITY
COLLEGE

Auburn Hills Campus

Do students think of themselves as an OCC student or as an AH or RO student?

publish based on

ADMISSIONS ..... (810) 340-6572

Room: B building
Hours: Monday, Tuesday & Thursday ... 10:00 am - 7:00 pm
Wednesday ..... 8:00 am-2:00 pm

The Admissions Office helps prospective students gather information about OCC and assists students through the enrollment process. This Office provides students with information on specific programs, admittance, assessment, orientation and financial aid.

ADULT BASIC EDUCATION/G.E.D. ..... (810) 340-6684

Room: G 120
Hours: Monday through Thursday ..... 9:00 am - 1:00 pm
and 2:00 - 6:00 pm
Friday ..... 9:00 am - 1:00 pm

Free service to both OCC and non-OCC students to prepare for GED tests.

ADULT RESOURCES ..... (810) 340-6802

Room: G 121
Hours: Monday through Friday ..... 8:30 am - 5:00 pm

Provides assistance to single parents, displaced homemakers, teen parents and students enrolled in non-traditional programs. Assistance includes supportive services, community referrals and supplemental aid for tuition and fees, child care, transportation, books and supplies.

ARTS

This collegewide service is available for *all* students and is coordinated through the Highland Lakes Campus. (See Arts in Highland Lakes section)

ASSET/ORIENTATION ..... (810) 340-6574
(Assessment of Skills for Successful Entry Transfer)

Room: B 238
Hours: Varies from semester to semester.

Asset/Orientation Seminars are provided each semester for incoming students. The Success Seminars combine assessment of areas such as language usage, reading, math plus an orientation conducted by a counselor. All success seminars are by appointment.

BOOKSTORE ..... (810) 340-6600

Room: G 128

Hours: *Fall & Winter Semesters*
Monday through Thursday ..... 8:30 am - 7:00 pm
Friday ..... 8:30 am - 4:00 pm

Spring & Summer Sessions
Business hours subject to change.
Please call for specific hours.

OCC bookstores have a complete line of text books, reference books, study aids and supplies. All bookstores will gladly special order any text or trade books available. Special orders can be processed for both students and the general public. Students are also eligible to order software programs with educational discount pricing. Additionally, the bookstores carry OCC imprinted clothing and souvenir items.

During the first two weeks of classes, all bookstores have extended hours Monday through Thursday and are open the first two Saturdays of the term, usually 9:00 am to 1:00 pm. Please call each store to confirm current hours.

CAFETERIA - ARA FOOD SERVICE ..... (810) 340-6591

Room: G Building, Room 212

Hours: *Fall & Winter Semesters*
Monday through Thursday ..... 8:00 am - 8:30 pm
Friday ..... 8:00 am - 2:00 pm

Spring Sessions
Business hours subject to change.
Please call for specific hours.

Summer Sessions
CLOSED. An enhanced vending operation is available during the summer semester. (See vending section)

Welcome from your campus cafeterias at Oakland Community College. We at the cafeteria/ARA services invite you to join us for breakfast, lunch, dinner and even snacks when you are on the go. The cafeteria/ARA services offer a wide menu selection. Promotional specials and monthly special event programs. Our staff looks forward to seeing you between classes.

CAREER/TRANSFER CENTER ..... (810) 340-6574

Room: B 242-adjacent to counseling
Hours: Monday..... 9:00 am - 7:00 pm
Tuesday through Friday..... 9:00 am - 5:00 pm

Provides career guidance and transferring college information to OCC students and members of the surrounding community. Serves students who are undecided about career goals, interested in discussing their strengths and potentials or reviewing transfer information.

CATALOG

The College academic catalog is available at all campus bookstores for $2. Newly admitted students will receive a coupon with the Notice of Admission to obtain their first catalog free of charge. (See Bookstore section for hours)

CHILD CARE CENTER ..... (810) 340-6603

Room: K Bldg.
Hours: *Fall and Winter Semesters*
Monday through Thursday ..... 7:45 am - 4:15 pm
Friday..... 7:45 am - 1:15 pm
(Closed in spring - Hours can vary)

This collegewide service provides licensed child care for students, OCC employees and faculty for children ages 1.5 (out of diapers) to 5 years. Open fall, winter and spring semesters. Call for fee information.

COUNSELING..... (810) 340-6574

Room: B 238
Hours: Monday through Thursday ..... 8:30 am - 7:00 pm
Friday..... 8:30 am - 5:00 pm

Professional/licensed counselors are available to assist students in educational, vocational and personal/social matters. In addition, career and transfer information is available through the Career Center.

ENGLISH AS A SECOND LANGUAGE (ESL)

This collegewide service is available for *all* students and is offered at the Orchard Ridge Campus. (See English as a Second Language in the Orchard Ridge section)

ENROLLMENT SERVICES ..... (810) 360-XXXX

Room: B
Hours: Monday through Thursday ..... X:00 am - X:00 pm
Friday ..... X:00 am - X:00 pm

Enrollment services provides general support and assistance in the areas of admissions, records, registration, ASSET/orientation and recruitment. This office can provide basic information for the areas listed as well as direct your specific needs to the appropriate office.

FINANCIAL AID ..... (810) 340-6544

Room: B 236
Hours: Monday, Tuesday & Thursday ... 9:00 am - 12:00 pm
and 1:00 - 5:00 pm
Wednesday ..... 9:00 am - 12:00 pm
and 1:00 - 6:00 pm
Friday ..... Closed for Processing

The financial aid office offers a wide range of financial aid programs consisting of grants, loans, part-time employment and scholarships. These programs are designed to provide qualified students with funds to assist them in meeting their educational goals.

HEALTH SERVICES

This collegewide service is available for *all* students and is coordinated through the Royal Oak Campus. (See Health Services in the Royal Oak section)

INDIVIDUALIZED INSTRUCTION CENTER (IIC) ..... (810) 340-6582

Room: D 210
Hours: Varies by semester
Monday through Thursday ... 8:30 am - 7:00 pm
Friday ..... 8:30 am - 4:00 pm

Provides support services for all OCC students including full time instructors for help in math, reading and English; peer and professional tutors; computer aided instruction, audio tapes, video tapes, study skills mini-workshops; and diagnostic testing for reading, math and English.

LEARNING RESOURCE CENTER (LIBRARY)

General Information .....(810) 340-6528
Circulation Desk .....(810) 340-6529

Room: D BUILDING
Hours: Monday through Thursday ..... 8:00 am - 10:00 pm
Saturday (fall only) ..... 9:00 am - 3:00 pm
WINTER CLOSED
Friday ..... 8:00 am - 5:00 pm
Sunday Closed
Varies each semester.

Librarians are available to provide link to information in OCC library collection and other area libraries. OCC shares a computerized library catalog with DALNET (Detroit Area Library Network). The library provides a variety of book, periodical, electronic database and media sources of information. Library instruction is given to classes and individual students. Videos and other materials are on reserve in the library for students. Photocopy and microfilm/fiche machines are available.

PHYSICAL EDUCATION FACILITIES ..... (810) 340-6639

Room: H-Building
Hours: *Fall & Winter Semesters*
Monday - Friday ..... 9:00 am to 10:00 pm
Saturday ..... 8:00 am to 8:00 pm

Spring & Sumer Semesters
Monday - Thursday ..... 9:00 am to 10:00 pm
Friday ..... 9:00 am to 4:00 pm

Facilities include three racquetball courts; three basketball courts; two volleyball courts; four tennis courts; three wallyball courts; a running track and a weight room.

PLACEMENT SERVICES & COOPERATIVE EDUCATION ..... (810) 340-6760

Room: B242
Hours: Monday - Friday ..... 8:30 am to 5:00 pm

Placement Services is an academic support, collegewide service designed to assist students in their search for part- and full-time employment. Services and assistance are available in these areas: alumni resume referral service, student employment program, on-campus recruitment, job listing service and cooperative education program.

P.A.S.S. ..... (810) 340-6692
(PROGRAMS FOR ACADEMIC SUPPORT SERVICES)

Room: D 211
Hours: Monday through Friday ..... 8:30 am - 5:00 pm

Oakland Community College makes reasonable accommodations for all handicapped students (including the Learning Disabled in compliance with the state and federal legislation such as Section 504 of the Rehabilitation Act of 1973 (PL93-112).

Such services and assistance as educational, personal and career counseling, sign language interpreters, notetakers, readers, recorded materials, tutors, curriculum/learning station modifications and special instructional equipment are provided as necessary for students with special needs to realize academic success.

Students who are single parents, homemakers, displaced homemakers, or single pregnant women can receive services designed to enable them to acquire marketable skills and the education and training necessary to provide adequate financial support for themselves and their dependents. Grant funds to supplement the cost of tuition, fees, supplies, dependent care and transportation are some of the types of assistance available for eligible students. Students in need of such assistance should be referred to the Campus P.A.S.S. Office.

Students who have a native language other than English and are experiencing academic difficulty due to this language barrier can receive tutorial assistance in their coursework and in basic ESL skills (reading, writing, speaking, listening).

P.A.S.S. PROGRAM CONTINUED

In the P.A.S.S. Adult Basic Education Program, students can acquire competency in the basic skills (reading, writing, spelling, math) and prepare for the GED test. The Spalding method accurately combines the teaching of reading, writing, spelling and speech.

To receive services for any of these programs, contact the campus Academic Support Coordinator.

PUBLIC SAFETY ..... (810) 340-6584
Emergency 9-911
Non-Emergency 5555
Room: B 114

The Oakland Community College Department of Public Safety is a service-oriented organization whose mission is to provide a safe environment in which to study, work or otherwise use the public facilities of the college.

Public Safety employees are trained to provide this service by conducting foot and mobile patrol, taking incident reports, responding and investigating hazardous materials and generally working to provide a safe environment.

RECORDS ..... (810) 340-6540
Room: B Building
Hours: Monday - Friday ..... 8:30 am - 12:00 pm
1:00 to 5:00 pm

The Records Department handles address changes, residency (district changes), any data changes, access to student files, general questions and student enrollment verifications.

REGISTRATION ..... (810) 340-6541
Room: B Building
Hours: Monday - Friday ..... 8:30 am - 12:00 pm
1:00 to 5:00 pm

To assist the student in the registration process, to providing accurate and consistent information allowing the student to complete a successful registration.

STUDENT ACTIVITIES ..... (810) 340-6546

Room: G 208
Hours: Monday and Thursday..... 8:30 am - 7:00 pm
Tuesday, Wednesday & Friday ..... 8:30 am - 5:00 pm

Student Activities is committed to providing meaningful co-curricular activities for diverse student groups. These opportunities provide a favorable for positive group interaction and relationships and the development of leadership skills. Direct attention is given to the areas of social, cultural, educational and recreational awareness and skill building. Routine services include student organization support and guidance, training, resources and referrals, campus communication via the SAO Newsletter, advocacy for students' rights, locker rental and access to the Games Room.

Student identification cards are available to currently registered students at no charge. To obtain your identification card a photo I.D. (driver's license) with current address and a current semester registration slip are required. I.D.'s may be obtained throughout the year.

VENDING ..... ARA (810) 340-6591
BOOKSTORE (810) 340-6600

Room: G 208

A full-service food vending program is available. Vending machines are located throughout the campus and provide such items as hot canned food, sandwiches, hot and cold beverages, pastries, snacks, candy and chips.

To report any malfunctioning equipment or to request vending refunds during the fall, winter and spring semesters, please contact the Cafeteria/ ARA Food Service Office.

During the summer session, please contact the campus Bookstore for assistance.

VETERANS AFFAIRS

This collegewide service is available for *all* eligible students and is coordinated through the Highland Lakes Campus. (See Veterans Affairs in Highland Lakes section)

OAKLAND
COMMUNITY
COLLEGE

District Office

District Office

TRANSCRIPTS ..... **(810) 540-1535**
Hours: Monday through Friday ..... 8:30 am - 4:30 pm

Transcripts are available for $2. Students must complete a transcript request form and allow 24 hours for processing. Transcripts may be requested at each campus Records Office as well as at the District Office.

GRADUATION ..... **(810) 540-1831**
Hours: Monday through Friday ..... 8:30 am - 5:00 pm

Students who expect to graduate must file an application for graduation prior to the published deadline. A $25 fee is required at the time of application. Qualifications for graduation are noted in the catalog and include:

a) clearance of all financial obligations (including Financial Aid) and
b) completion of academic requirements in a timely manner.

Commencement exercises are held each year in June. Application for graduation can occur at all campus locations in the Counseling Office.

FINANCIAL AID CHECKS ..... **(810) 540-1572**
Hours: Monday through Friday ..... 8:30 am - 5:00 pm

Financial Aid checks are distributed from the District Office Financial Services Department. Students are informed by letter that they have been awarded and must make an appointment to pick up their checks at the District Office.

OAKLAND
COMMUNITY
COLLEGE

Highland Lakes Campus

ACADEMIC SUPPORT SERVICES ..... (810) 360-3040
or (810) 360-3047

Room: Highland Hall 124
Hours: Monday through Friday ..... 8:30 am - 5:00 pm

Provides tutoring, note taking assistance, mobility & classroom modification, counseling, interpreters, etc. for learning disabled, handicapped and academically disadvantaged students.

ADMISSIONS ..... (810) 360-6230

Room: Highland Hall 124
Hours: Monday through Friday ..... 8:30 a.m. - 5:00 p.m.

The Admissions Office helps prospective students gather information about OCC and assists students through the enrollment process. This Office provides students with information on specific programs, admittance, assessment, orientation and financial aid.

ARTS .....(810) 360-3057

Room: Arena

The arts are represented collegewide with an array of performers appearing at the Smith Theatre, Orchard Ridge Campus; the Lila R. Jones-Johnson, Royal Oak Campus; and the "Arena", Highland Lakes Campus. Musicians, dance companies, musical and children's theatre and concert performances are enjoyed by audiences year-round. A speakers bureau provides the college with a variety of people who share their knowledge of current affairs and topical subjects. Painting and photo exhibits are displayed on many of the campuses and special events are very much a part of the school year.

ASSET/ORIENTATION ..... (810) 360-3069
(Assessment of Skills for Successful Entry Transfer)

Room:
Hours: Varies from semester to semester.

Asset/Orientation Seminars are provided each semester for incoming students. The Success Seminars combine assessment of areas such as language usage, reading, math plus an orientation conducted by a counselor. All success seminars are by appointment.

BOOKSTORE ..... (810) 360-3098

Room: Student Center First Floor
Hours: *Fall & Winter Semesters*
Monday through Thursday ..... 8:45 am - 7:00 pm
Friday ..... 8:45 am - 4:00 pm

Spring & Summer Sessions
Business hours subject to change. Please call for specific hours.

OCC bookstores have a complete line of text books, reference books, study aids and supplies. All bookstores will gladly special order any text or trade books available. Special orders can be processed for both students and the general public. Students are also eligible to order software programs with educational discount pricing. Additionally, the bookstores carry OCC imprinted clothing and souvenir items.

During the first two weeks of classes, all bookstores have extended hours Monday through Thursday and are open the first two Saturdays of the term, usually 9 a.m. to 1 p.m. Please call each store to confirm current hours.

CAFETERIA - ARA FOOD SERVICE ..... (810) 360-3086

Room: Student Center First Floor
Hours: *Fall & Winter Semesters*
Monday through Thursday ..... 8:00 am - 2:00 pm &
4:00 - 8:00 pm
Friday ..... 8:00 am - 2:00 pm

Spring Sessions
Business hours subject to change. Please call for specific hours.

Summer Sessions
CLOSED. An enhanced vending operation is available during the summer semester. (See Vending section)

Welcome from your campus cafeterias at Oakland Community College. We at the cafeteria/ARA services invite you to join us for breakfast, lunch, dinner and even snacks when you are on the go. The cafeteria/ARA services offer a wide menu selection. Promotional specials and monthly special event programs. Our staff looks forward to seeing you between classes.

CAREER TRANSFER CENTER ..... (810) 360-6213

Room: Highland Hall 106
Hours: Monday through Friday ..... 8:30 am - 5:00 pm

The collegewide College Transfer Center (CTC) serves students at all campuses.

The essential function of the CTC is to provide accurate, accessible and up to date information on the transferability of OCC courses and programs to Michigan colleges and universities.

The method of delivery of this valuable information will be via computer terminal or personal computers located in counselor offices or in various service centers within the college's counseling departments.

CATALOG

The College academic catalog is available at all campus bookstores for $2. Newly admitted students will receive a coupon with the Notice of Admission to obtain their first catalog free of charge. (See Bookstore section for hours)

CHILD CARE CENTER ..... (810) 360-3097

Room: Redwood Center (next to Public Safety)
Hours: *Fall & Winter Semesters*
Monday through Thursday ..... 8:00 am - 5:00 pm
Friday ..... 8:00 am - 1:00 pm

Spring Semester
Monday through Thursday ..... 8:00 am - 5:00 pm
Fridays ..... Closed

This collegewide service provides licensed child care for students, OCC employees and faculty for children ages 1.5 (out of diapers) to 5 years. Open fall, winter and spring semesters. Call for fee information.

COMMUNITY SERVICES & CONTINUING ED. .... (810) 360-3082

Room: Student Center 201
Hours: Monday, Tuesday, Wednesday ..... 9:30 am - 4:30 pm

Community Service Goals: To make you laugh; to win your respect; to expose you and your families to education, culture, and our campus services.

Continuing Education: Assists instructors in planning advanced learning for their students, graduates & the public.

COUNSELING/CAREER CENTER ..... (810) 360-3069

Room: Highland Hall 112
Hours: *Office open*
Monday through Thursday ..... 8:30 am - 8:00 pm
Friday ..... 8:30 am - 5:00 pm

Counselors Available
Monday through Thursday ..... 9:00 am - 8:00 pm
Friday ..... 9:00 am - 3:00 pm

Provides educational advising, efficient transfer information, graduation procedures, career planning, personal/social concerns, plan of work, college/university catalogs, equivalencies, etc.

ENGLISH AS A SECOND LANGUAGE (ESL)

This collegewide service is available for ***all*** students and is offered at the Orchard Ridge Campus. (See English as a Second Language in the Orchard Ridge section)

ENROLLMENT SERIVCES ..... (810) 360-6230

Room: Highland Hall 124
Hours: Monday through Friday ..... 8:30 am - 5:00 pm

Enrollment services provides general support and assistance in the areas of admissions, records, registration, ASSET/orientation and recruitment. This office can provide basic information for the areas listed as well as direct your specific needs to the appropriate office.

FINANCIAL AID ..... (810) 360-3039

Room: Highland Hall 113
Hours: Monday through Thursday ..... 9:00 am - 5:00 pm
Friday ..... Closed

The financial aid office offers a wide range of financial aid programs consisting of grants, loans, part-time employment and scholarships. These programs are designed to provide qualified students with funds to assist them in meeting their educational goals.

FITNESS CENTER

Exercise Science Office ..... (810) 360-3018
Fitness Center/PER Building ..... (810) 360-5227
Room: Student Center 201
Hours: Monday through Thursday ..... 12:00 - 2:30 pm
Friday ..... 12:00 - 2:30 pm
(These hours can vary per semester due to course work.)

This facility houses exercise equipment and can be utilized by students for a nominal fee.

HEALTH AND PHYSICAL EDUCATION ..... (810) 360-3053

Room: HPE 109
Hours: *Fall & Winter Semesters*
Monday through Friday ..... 8:00 am - 9:30 pm
Saturday ..... 9:00 am - 5:00 pm

Spring Semester
Monday through Thursday ..... 8:00 am - 9:30 pm
Friday ..... 8:00 am - 4:00 pm

Summer Semester
Monday through Friday ..... 9:00 am - 5:00 pm

Classes and intramural activities are offered as well as open recreational times. Students can learn and participate in activities which will be beneficial to their health and help them incorporate physical fitness into their lifestyle.

HEALTH SERVICES

This collegewide service is available for ***all*** students and is coordinated through the Royal Oak Campus. (See Health Services in the Royal Oak section)

INDIVIDUALIZED INSTRUCTION CENTER (IIC) ..... (810) 360-3077

Room: Woodland Hall 20

Hours: *Fall & Winter Semesters*

Monday through Thursday ..... 8:00 am - 8:00 pm
Friday ..... 8:00 am - 4:30 pm

Spring & Summer Semesters

Monday & Thursday ..... 8:00 am - 6:00 pm
Tuesday & Wednesday ..... 8:00 am - 8:00 pm
Friday ..... 8:00 am - 4:30 pm

Office support, encouragement and tutoring to all students. Tutors are available at various times and days in accounting, chemistry, economics, English, math and reading improvement. Mini Workshops are also offered. See schedules in IIC each semester for days and times.

LEARNING RESOURCE CENTER (LIBRARY) ..... (810) 360-3080

Room: Woodland Hall

Hours: *Fall & Winter Semesters*

Monday through Thursday ..... 8:00 am - 10:00 pm
Friday ..... 8:00 am - 4:30 pm
Saturday ..... 10:00 am - 3:00 pm

Spring Semester

Monday through Thursday ..... 8:00 am - 10:00 pm
Friday ..... 8:00 am - 4:30 pm
No Saturday or Sunday hours

Summer Semester

Monday through Thursday ..... 8:00 am - 7:00 pm
Friday, Saturday & Sunday ..... Closed

Provide books, magazines & AV media to support & enrich the campus curriculum. Through interlibrary loans can provide materials not held by OCC libraries.

PLACEMENT SERVICES & COOPERATIVE EDUCATION

This collegewide service is available for ***all*** students and is coordinated through the Auburn Hills Campus. (See Placement Services & Cooperative Education in the Auburn Hills section)

Highland Lakes

P.A.S.S. ..... (810) 360-xxxx
(PROGRAMS FOR ACADEMIC SUPPORT SERVICES)

Room:
Hours: Monday through Friday ..... 8:30 am - 5:00 pm

Oakland Community College makes reasonable accommodations for all handicapped students (including the Learning Disabled in compliance with the state and federal legislation such as Section 504 of the Rehabilitation Act of 1973 (PL93-112).

Such services and assistance as educational, personal and career counseling, sign language interpreters, notetakers, readers, recorded materials, tutors, curriculum/learning station modifications and special instructional equipment are provided as necessary for students with special needs to realize academic success.

Students who are single parents, homemakers, displaced homemakers, or single pregnant women can receive services designed to enable them to acquire marketable skills and the education and training necessary to provide adequate financial support for themselves and their dependents. Grant funds to supplement the cost of tuition, fees, supplies, dependent care and transportation are some of the types of assistance available for eligible students. Students in need of such assistance should be referred to the Campus P.A.S.S. Office.

Students who have a native language other than English and are experiencing academic difficulty due to this language barrier can receive tutorial assistance in their coursework and in basic ESL skills (reading, writing, speaking, listening).

In the P.A.S.S. Adult Basic Education Program, students can acquire competency in the basic skills (reading, writing, spelling, math) and prepare for the GED test. The Spalding method accurately combines the teaching of reading, writing, spelling and speech.

To receive services for any of these programs, contact the campus Academic Support Coordinator.

PUBLIC SAFETY ..... **(810) 360-3079**
Emergency **9-911**
Non-Emergency **5555**
Room: Redwood Center 101 (next to Child Care Center)

The Oakland Community College Department of Public Safety is a service-oriented organization whose mission is to provide a safe environment in which to study, work or otherwise use the public facilities of the college.

Public Safety employees are trained to provide this service by conducting foot and mobile patrol, taking incident reports, responding and investigating hazardous materials and generally working to provide a safe environment.

RECORDS ..... **(810) 360-3035**
Room: Highland Hall 110
Hours: Monday through Friday ..... 8:30 am - 12:00 pm
1:00 to 5:00 pm

The Records Department handles address changes, residency (district changes), any data changes, access to student files, general questions and student enrollment verifications.

REGISTRATION ..... **(810) 360-3036**
Room: Highland Hall 110
Hours: Monday through Friday ..... 8:30 am - 5:00 pm
Friday ..... Closed between 12:00 - 1:00 pm

To assist the student in the registration process, ~~to~~ providing accurate and consistent information allowing the student to complete a successful registration.

STUDENT ACTIVITIES ..... (810) 360-3041

Room: Student Center 201
Hours: Monday, Tuesday, Thursday, Friday ..... 8:00 am - 5:00 pm
Wednesday ..... 8:00 am - 7:00 pm
NOTE: Office hours differ during spring and summer semester breaks

Student Activities is committed to providing meaningful co-curricular activities for diverse student groups which complement and support the college mission. These opportunities will provide a favorable continuation of the socialization process of students; experiences for positive group interaction and relationships; and the development of leaders for present campus leadership and later in life.

Student I.D.'s are free and good for one semester only. To obtain your identification card you must be currently registered and show drivers license with current address. These I.D.'s are available in the Counseling Office, Highland Hall 112.

VENDING ..... ARA (810) 360-3086
BOOKSTORE (810) 360-3098

A full-service food vending program is available. Vending machines are located throughout the campus and provide such items as hot canned food, sandwiches, hot and cold beverages, pastrys, snacks, candy and chips.

To report any malfunctioning equipment or to request vending refunds during the fall, winter and spring semesters, please contact the Cafeteria/ ARA Food Service Office.

During the summer session, please contact the campus Bookstore for assistance.

VETERAN AFFAIRS ..... (810) 360-3149

Room: Highland Hall 119
Hours: Monday through Thursday ..... 10:00 am - 6:00 pm

This collegewide service is housed at the Highland Lakes Campus and is available to those students who qualify. Contact this office for information regarding Veterans benefits.

OAKLAND
COMMUNITY
COLLEGE

Orchard Ridge Campus

ACADEMIC SUPPORT SERVICES ..... (810) 471-7734

Room:

Hours: Monday through Friday ..... 8:30 am - 5:00 pm

Provides tutoring to students who are disabled academically disadvantaged and take who use English as a second language. Other accommodations are provided for disabled students.

ADMISSIONS ..... (810) 471-7535

Room: M building

Hours: Monday through Thursday ..... a.m. - p.m.
Friday ..... a.m.- p.m.

The Admissions Office helps prospective students gather information about OCC and assists students through the enrollment process. This Office provides students with information on specific programs, admittance, assessment, orientation and financial aid.

ARTS

This collegewide service is available for ***all*** students and is coordinated through the Highland Lakes Campus. (See Arts in Highland Lakes section)

ASSET/ORIENTATION ..... (810) 471-7755
(Assessment of Skills for Successful Entry Transfer)

Room: M-117

Hours: Monday through Thursday ..... 9:00 am to 6:00 pm
Friday ..... 10:00 am - 4:30 pm

Asset/Orientation Seminars are provided each semester for incoming students. The Success Seminars combine assessment of areas such as language usage, reading, math plus an orientation conducted by a counselor. All success seminars are by appointment.

BOOKSTORE ..... (810) 471-7598

Room: J Building - Level 1
Hours: *Fall & Winter Semesters*
Monday through Thursday ..... 8:30 am to 7:00 pm
Friday ..... 8:30 am to 4:00 pm

Spring & Summer Sessions
Business hours subject to change. Please call for specific hours.

OCC bookstores have a complete line of text books, reference books, study aids and supplies. All bookstores will gladly special order any text or trade books available. Special orders can be processed for both students and the general public. Students are also eligible to order software programs with educational discount pricing. Additionally, the bookstores carry OCC imprinted clothing and souvenir items.

During the first two weeks of classes, all bookstores have extended hours Monday through Thursday and are open the first two Saturdays of the term, usually 9 a.m. to 1 p.m. Please call each store to confirm current hours.

CAFETERIA - ARA FOOD SERVICE ..... (810) 471-7586

Room: J Building, Level 1
Hours: *Fall & Winter Semesters*
Monday through Thursday ..... 7:00 am - 8:00 pm
Friday ..... 7:30 am - 2:00 pm

Spring Sessions
Business hours subject to change. Please call for specific hours.

Summer Sessions
CLOSED. An enhanced vending operation is available during the summer semester.
(See Vending section)

Welcome from your campus cafeterias at Oakland Community College. We at the cafeteria/ARA services invite you to join us for breakfast, lunch, dinner and even snacks when you are on the go. The cafeteria/ARA services offer a wide menu selection. Promotional specials and monthly special event programs. Our staff looks forward to seeing you between classes.

CAREER/TRANSFER CENTER ..... (810) 471-7556

Room: M-146
Hours: Monday through Thursday ..... 8:00 am - 9:00 pm
Friday ..... 8:00 am - 5:00 pm

The Career and Transfer Center (CTC), located in the Counseling Department, houses a variety of resources and provides a variety of services related to academic planning, college transfer, self-awareness and self-assessment, career exploration and planning, job hunting and job placement.

Orchard Ridge

CATALOG

The College academic catalog is available at all campus bookstores for $2. Newly admitted students will receive a coupon with the Notice of Admission to obtain their first catalog free of charge. (See Bookstore section for hours)

CHILD CARE CENTER ..... (810) 471-7597

Room: J-291 - Level 2
Hours: *Fall and Winter Semesters*
Monday through Thursday ..... 8:00 am - 4:00 pm
Friday ..... 9:00 am - 12:00 pm
(No Friday hours in spring)

This collegewide service provides licensed child care for students, OCC employees and faculty for children ages 1.5 (out of diapers) to 5 years. Open fall, winter and spring semesters. Call for fee information.

COUNSELING ..... (810) 471-7569
or 471-7616

Room: M 132 (Large reception area at west end of building)
Hours: Monday through Thursday .....
Friday .....

Assistance in admissions to the College, guidance in selecting and succeeding in pursuing your degree and selection of a College if pursuing a degree after attending.

ENGLISH AS A SECOND LANGUAGE (ESL) ..... (810) 471-7790 or (810) 471-7788

Room:
Hours:

This collegewide service is offered at the Orchard Ridge Campus. English as a Second Language courses are offered for foreign language credit. Designed for college degree seeking-students who have completed a secondary degree in a country where English is not the primary language, these courses focus on language strategies necessary for success in academic courses.

ENROLLMENT SERVICES ..... (810) 471-7535

Room: M Building
Hours: Monday through Thursday ..... X:00 am - X:00 pm
Friday ..... X:00 am - X:00 pm

Enrollment services provides general support and assistance in the areas of admissions, records, registration, ASSET/orientation and recruitment. This office can provide basic information for the areas listed and direct your specific needs to the appropriate office.

FINANCIAL AID ..... (810) 471-7539

Room: M-207
Hours: Monday and Tuesday ..... 9:00 am to 5:30 pm
Wednesday and Thursday .... Closed for Processing
Friday ..... 9:00 am - 12:00 and 1:00 - 6:00 pm

The financial aid office offers a wide range of financial aid programs consisting of grants, loans, part-time employment and scholarships. These programs are designed to provide qualified students with funds to assist them in meeting their educational goals.

HEALTH SERVICES

This collegewide service is available for *all* students and is coordinated through the Royal Oak Campus. (See Health Services in the Royal Oak section)

INDIVIDUALIZED INSTRUCTION CENTER (IIC) . (810) 471-7577

Room: K 100
Hours: Varies by semester
Monday through Thursday ..... 8:30 am - 10:00 pm
Friday ..... 8:30 am - 10:00 pm

More than 30 tutors available for individual tutoring; open writing labs; peer writing tutor program; Student Success Seminars Wednesdays and Thursdays at noon and Thursday evenings; college Success Course for 4 credits; computer use for class assignments, writing papers, self learning.

LEARNING RESOURCE CENTER

Circulation Desk ..... (810) 471-7580

Room: K Building
Hours: *Fall, Winter & Spring Semesters*
Monday through Thursday ..... 8:00 am to 9:00 pm
Friday ..... 8:00 am to 5:00 pm
Saturday ..... 9:00 am to 3:00 pm

Summer Semester
Monday through Thursday ..... 8:00 am to 9:00 pm
Friday ..... 8:00 am to 5:00 pm

Professional librarians; LUIS on-line access to Detroit Area Library Network; intercampus and interlibrary loans; library orientation tours; computerized database searching; on-line periodical index searching; coin operated photocopy machines; change machine; microfilm/microfiche reader/printers; video cassette players; group study rooms.

PLACEMENT SERVICES & COOPERATIVE EDUCATION

This collegewide service is available for ***all*** students and is coordinated through the Auburn Hills Campus. (See Placement Services & Cooperative Education in the Auburn Hills section)

P.A.S.S. ..... (810) 471-7734
(PROGRAMS FOR ACADEMIC SUPPORT SERVICES)

Room: K-103 .....
Hours: Monday through Friday ..... 8:30 am - 5:00 pm

Oakland Community College makes reasonable accommodations for all handicapped students (including the Learning Disabled in compliance with the state and federal legislation such as Section 504 of the Rehabilitation Act of 1973 (PL93-112).

Such services and assistance as educational, personal and career counseling, sign language interpreters, notetakers, readers, recorded materials, tutors, curriculum/learning station modifications and special instructional equipment are provided as necessary for students with special needs to realize academic success.

Students who are single parents, homemakers, displaced homemakers, or single pregnant women can receive services designed to enable them to acquire marketable skills and the education and training necessary to provide adequate financial support for themselves and their dependents. Grant funds to supplement the cost of tuition, fees, supplies, dependent care and transportation are some of the types of assistance available for eligible students. Students in need of such assistance should be referred to the Campus P.A.S.S. Office.

Students who have a native language other than English and are experiencing academic difficulty due to this language barrier can receive tutorial assistance in their coursework and in basic ESL skills (reading, writing, speaking, listening).

In the P.A.S.S. Adult Basic Education Program, students can acquire competency in the basic skills (reading, writing, spelling, math) and prepare for the GED test. The Spalding method accurately combines the teaching of reading, writing, spelling and speech.

To receive services for any of these programs, contact the campus Academic Support Coordinator.

PUBLIC SAFETY ..... **(810) 471-7579**
Emergency **9-911**
Non-Emergency **5555**
Room: M-161

The Oakland Community College Department of Public Safety is a service-oriented organization whose mission is to provide a safe environment in which to study, work or otherwise use the public facilities of the college.

Public Safety employees are trained to provide this service by conducting foot and mobile patrol, taking incident reports, responding and investigating hazardous materials and generally working to provide a safe environment.

RECORDS ..... **(810) 471-7645**
Room: M-206
Hours: Monday through Friday ..... 8:30 am - 5:00 pm

The Records Department handles address changes, residency (district changes), any data changes, access to student files, general questions and student enrollment verifications.

REGISTRATION ..... **(810) 471-7536**
Room: M-205
Hours: Monday through Friday ..... 9:00 am - 5:00 pm

To assist the student in the registration process, to providing accurate and consistent information allowing the student to complete a successful registration.

STUDENT ACTIVITIES ..... **(810) 471-7596**
Room: M-127
Hours: Monday and Friday..... 8:00 am - 4:30 pm

Student Activities is committed to providing meaningful co-curricular activities for diverse student groups. These opportunities provide a favorable for positive group interaction and relationships and the development of leadership skills. Direct attention is given to the areas of social, cultural, educational and recreational awareness and skill building. Routine services include student organization support and guidance, training, resources

and referrals, campus communication via the SAO Newsletter, advocacy for students' rights, locker rental and access to the Games Room.

Student identification cards are available to currently registered students at no charge. To obtain your identification card a photo I.D. (driver's license) with current address and a current semester registration slip are required. I.D.'s may be obtained throughout the year.

VENDING ..... ARA (810) 471-7586
BOOKSTORE (810) 471-7598

A full-service food vending program is available. Vending machines are located throughout the campus and provide such items as hot canned food, sandwiches, hot and cold beverages, pastrys, snacks, candy and chips.

To report any malfunctioning equipment or to request vending refunds during the fall, winter and spring semesters, please contact the Cafeteria/ ARA Food Service Office.

During the summer session, please contact the campus Bookstore for assistance.

VETERANS AFFAIRS

This collegewide service is available for ***all*** eligible students and is coordinated through the Highland Lakes Campus. (See Veterans Affairs in Highland Lakes section)

WOMENCENTER ..... (810) 471-7602

Room: J-308
Hours: Monday through Friday ..... 9:00 am - 4:00 pm

The Womencenter helps empower women through developing educational and supportive programs for campus and community women. Our programs promote growth in both personal and political awareness. We help women identify their personal and social needs and assist them in developing the skills to meet them through education and participation. We work to end discrimination based on gender, race, ethnicity, sexual preference and physical difference. Our programs take the form of workshops, support groups, seminars, conferences, peer counseling and referral services.

OAKLAND
COMMUNITY
COLLEGE

Pontiac Center

EXECUTIVE DIRECTOR ..... **(810) 340-6786**
Administrative Assistant 340-6785
CERTIFICATION
edJe APPRENTICE
Director of Oakland Literary Council 340-6842
State Director of Michigan Lifelong
Learning Link 340-6841

CENTER FOR DISLOCATED WORKERS ..... **(810) 340-6787**

The Center for Dislocated Workers (CDW) offers various specially-funded activities to assist the local community with its employment needs. Services include assessment of skills and interests; free short-term training for eligible clients in high demand fields; basic skills training; pre-employment workshops to prepare for job searches and interviews; pre-screening and placement activities; and training programs based on needs analysis tailored to meet specific requirements of local employers.

PROGRAMMING

Training programs through the Center are for the most part custom-delivered in short-term concentrated formats, ranging from 10 weeks to 22 weeks. A program can begin any time during the semester schedule. Center staff work with faculty, deans, and administration to develop programs which generally are taken from certificate and degree programs so that after training and obtaining a job, students can return to school to complete their credits needed to graduate.

Non-credit coursework is also included in many of the programs to target some very job specific requirements. On other occasions, a very specific curriculum may be designed to address an individual employer's request for new hires.

SUPPORTIVE SERVICES

Program staff monitor classes weekly to ensure student success and maintain follow up when problems are discovered. Throughout the training, workshops are offered for the students which are presented by Center staff or special speakers dealing with decision-making, goal-setting and their job search.

PLACEMENT ACTIVITIES ..... (810) 340-6787

Job placement receives special attention in these programs because reimbursement for training costs are dependent upon successful placement after completion of training. The Center employs full-time job developers for this purpose and they work very closely with local employers to build a network of job opportunities. Presently, the Center is maintaining a placement rate for program completers of well over 70%.

PROJECT BASELINE ..... (810) 340-6787

The Center also houses various community outreach projects such as **Project Baseline**, which is a consortium program with Pontiac Adult Education, Department of Social Services, and Oakland Literacy Council. Individuals who need basic skills instruction can attend classes on site to increase mathematic and language art skills. Computer assisted instruction is integrated throughout an adult learning format.

PONTIAC ADULT CAREER COUNSELING CENTER ....(810) 340-6793

The **Pontiac Adult Career Counseling Center** (PACCC) is another collaborative project housed at the Center. Oakland Community College and Oakland University have joined resources to offer career guidance services to members of the surrounding communities at no charge. PACCC is a facility established to serve adults who are considering career changes, interested in assessing their strength and potential, and/or reviewing possible career options. The PACCC is not a job placement service.

Computer-assisted guidance systems, at no charge to the clients, aid in self awareness; career search; identifying life roles; gathering career information; decision making; educational planning.

After an initial interview with a PACCC counselor, adults will develop an individualized plan to use the center services. The PACCC offers DISCOVER for Adults-a computer assisted guidance program-and the Michigan Occupational Information System (MOIS). Other career assessments are also available.

These programs, along with counselor assistance, aid clients to clarify education and training options; gather career information; develop action plans to attain desired goals.

The PACCC is located in the Pontiac Center and clients are seen by appointment only.

THE OAKLAND LITERACY COUNCIL ..... (810) 340-6842

The Oakland Literacy Council (OLC) provides the only free one-on-one basic reading/tutoring program to adults who live, work, or go to school in Oakland County. Presently, more than 300 students are receiving instruction from volunteer tutors. OLC students receive two hours of instruction per week, and increase their reading level approximately one grade level for every 39 hours of instruction.

The OLC provides Litstart Tutor Training for basic literacy tutors which includes language experience, word patterns, phonics, and sight words. OLC tutors use materials which are drawn from the literacy problems that students face in their everyday lives.

The OLC also provides English as a Second Language (ESL) Tutor Training. Tutors are trained to assist adult international students improve their English listening and speaking skills.

The Oakland Reading Partners is a program in which certified basic literacy tutors assist probationers and jail trustees with reading instruction.

Those interested in becoming certified tutors attend a two hour orientation and twelve hours of tutor training. An additional two hour orientation is completed for those who would like to tutor a probationer or jail trustee with the Oakland Reading Partners program.

The Oakland Literacy Council began in 1984 and is a specially funded project of Oakland Community College, Oakland Schools, and the Oakland County Library Board.

EMERGENCY PROCEDURES ..... (810) 540-1538

From any campus phone, dial "0" - Give the campus, your location and explain the nature of the emergency or dial 540-1538 off campus, or 1538 on campus. In the case of an emergency or threat to general safety you may be asked to evacuate building or classroom. Please remain calm and follow any directions given. All instructors must be knowledgeable of emergency evacuations procedures and locations of tornado shelters.

EVENING ADMINISTRATOR ..... (810) 340-6785

An evening administrator is available Monday through Thursday evenings from 5:30 p.m. to 10 p.m. during the Fall and Winter semesters. The evening administrator can be reached at **340-6785** (**6785** on campus) and is located on the third floor.

OAKLAND
COMMUNITY
COLLEGE

Royal Oak Campus

Royal Oak

ADMISSIONS ..... **(810) 544-5574**

Room: B Building
Hours:

The Admissions Office helps prospective students gather information about OCC and assists students through the enrollment process. This Office provides students with information on specific programs, admittance, assessment, orientation and financial aid.

ARTS

This collegewide service is available for ***all*** students and is coordinated through the Highland Lakes Campus. (See Arts in Highland Lakes section)

ASSET/ORIENTATION ..... **(810) 544-5574**
(Assessment of Skills for Successful Entry Transfer)

Room: B Building
Hours: Varies from semester to semester.

Asset/Orientation Seminars are provided each semester for incoming students. The Success Seminars combine assessment of areas such as language usage, reading, math plus an orientation conducted by a counselor. All success seminars are by appointment.

BOOKSTORE ..... **(810) 544-4998**

Room: B 219
Hours: *Fall & Winter Semesters*
Monday through Thursday ..... 8:30 am to 7:00 pm
Thursday and Friday..... 8:45 am to 4:00 pm

Spring & Summer Sessions
Business hours subject to change. Please call for specific hours.

OCC bookstores have a complete line of text books, reference books, study aids and supplies. All bookstores will gladly special order any text or trade books available. Special orders can be processed for both students and the general public. Students are also eligible to order software programs with educational discount pricing. Additionally, the bookstores carry OCC imprinted clothing and souvenir items.

During the first two weeks of classes, all bookstores have extended hours Monday through Thursday and are open the first two Saturdays of the term, usually 9:00 am to 1:00 pm Please call each store to confirm current hours.

CAFETERIA - ARA FOOD SERVICE ..... (810) 544-4953

Room: B Building, First Floor, Open Area
Hours: *Fall & Winter Semesters*
Monday through Thursday ..... 8:00 am to 8:30 pm
Friday ..... 8:00 am to 2:00 pm

Spring Session
Business hours subject to change. Please call for specific hours.

Summer Session
CLOSED. An enhanced vending operation is available during the summer semester. (See vending section)

Welcome from your campus cafeterias at Oakland Community College. We at the cafeteria/ARA services invite you to join us for breakfast, lunch, dinner and even snacks when you are on the go. The cafeteria/ ARA services offer a wide menu selection. Promotional specials and monthly special event programs. Our staff looks forward to seeing you between classes.

Royal Oak

CAMPUS SERVICES ..... (810) 544-~~4950~~ 4956

Room: B building - #3 window in main hall
Hours: Monday through Friday ..... 8:30 am to 5:30 pm

Campus financial matters, including budget, payroll, etc. All student payments (registration, graduation, transcripts, child care, etc.) are made at this office. Concerns regarding food service should be directed here.

CAREER CENTER .....(810) 544-5574

Room: B 106
Hours: *Fall & Winter Semesters*
Monday through Thursday ..... 8:30 am to 9:00 pm
Friday ..... 8:30 to 5:00 pm
Saturday ..... 8:30 am to 12:30 pm

SIGI Plus, Discover and MOIS computer programs; Strong Interest Inventory; reference books dealing with careers and educational resources.

CATALOG

The College academic catalog is available at all campus bookstores for $2. Newly admitted students will receive a coupon with the Notice of Admission to obtain their first catalog free of charge. (See Bookstore section for hours)

CHILD CARE CENTER ..... (810) 544-5587

Room: B 152
Hours: *Fall, Winter, Spring Semesters*
Monday through Friday ..... 8:00 am to 4:00 pm

This collegewide service provides licensed child care for students, OCC employees and faculty for children ages 1.5 (out of diapers) to 5 years. Open fall, winter and spring semesters. Call for fee information.

COUNSELING ..... (810) 544-5574

Room: B Building
Hours: Monday through Thursday8:30 am to 9:00 pm
Friday ..... 8:30 am to 5:00 pm
Saturday ..... 8:30 am to 12:30 pm

Academic advisement, career counseling, personal concerns & referral agencies, graduation applications, admissions information, course withdrawals, scheduling information.

ENGLISH AS A SECOND LANGUAGE (ESL)

This collegewide service is available for ***all*** students and is offered at the Orchard Ridge Campus. (See English as a Second Language in the Orchard Ridge section)

ENROLLMENT SERVICES ..... (810) 544-5569

Room: B 120
Hours: Monday through Friday ..... 8:30 to 5:00 pm

Enrollment services provides general support and assistance in the areas of admissions, records, registration, ASSET/orientation and recruitment. This office can provide basic information for the areas listed as well as direct your specific needs to the appropriate office.

FINANCIAL AID ..... (810) 544-5547
(810) 544-5522

Room: B 157
Hours: Monday through Wednesday... 10:00 am to 6:00 pm
Thursday ..... 10:00 am to 4:00 pm
Friday ..... Closed

The financial aid office offers a wide range of financial aid programs consisting of grants, loans, part-time employment and scholarships. These programs are designed to provide qualified students with funds to assist them in meeting their educational goals.

HEALTH SERVICES ..... (810) 544-5563

Room: B 156
Hours: Monday through Friday ..... 7:30 am to 4:00 pm

Responsible for collegewide health information to students and staff; Medical referrals and print information; wellness programs; environmental health and safety; employee assistance programs (EAP). A registered nurse is available at this location.

INDIVIDUALIZED INSTRUCTIONAL CENTER (IIC) ..... (810) 544-5516
(810) 544-5515

Room: C104
Hours: Monday through Thursday ..... 8:30 am to 9:00 pm
Spring & Summer Semesters
Friday ..... 8:30 am to 5:00 pm
Monday through Friday ..... 8:30 am to 9:00 pm
Fall & Winter Semesters ..... 9:00 am to 1:00 pm

As a student-centered learning environment, the mission of the IIC is to promote student success by providing a learning facility that promotes individuals academic achievement at all levels and supports faculty in all disciplines in supplementing classroom and community activities.

Individualized Instruction in Reading Comprehension, Study Skills, Vocabulary Skills, Spelling, Speed Reading, English grammar and writing skills, CAI to supplement all disciplines, Tutoring, Student Success Seminars, IIC 057 College Success Skills are available.

LEARNING RESOURCES CENTER (LRC)

Circulation Counter ..... (810) 544-5589
Reference Desk ..... (810) 544-5517
TDD ..... (810) 544-5554

Room: C Building
Hours: *Fall & Winter Semesters*
Monday through Thursday ..... 8:30 a.m to 10:00 pm
Friday ..... 8:30 am to 9:00 pm
Saturday ..... 9:00 am to 1:00 pm

Spring Semester
Monday through Thursday ..... 8:30 am to 10:00 pm
Friday ..... 8:30 am to 4:30 pm

Summer Semester
Monday through Thursday ..... 8:30 am to 9:00 pm
Friday ..... 8:30 am to 4:30 pm

The LRC contains library materials such as videotapes, audiotapes, films, slides and transparencies, as well as books and periodicals and is equipped for individual study with on-line or CD-Rom indexes, video monitors and tape decks.

OPPORTUNITY CENTER 398-8603

Room: B building
Hours: Spring & Summer Semesters
Monday through Friday ..... 8:00 am to 4:00 pm

This campus provides an ongoing facility and alternative educational component of Royal Oak schools continuing education program — district high school students.

PLACEMENT SERVICES & COOPERATIVE EDUCATION

This collegewide service is available for ***all*** students and is coordinated through the Auburn Hills Campus. (See Placement Services & Cooperative Education in the Auburn Hills section)

P.A.S.S. ..... (810) 544-4910
(PROGRAMS FOR ACADEMIC SUPPORT SERVICES)

Room: B 218
Hours: Monday through Friday ..... 8:30 am - 5:00 pm

Oakland Community College makes reasonable accommodations for all handicapped students (including the Learning Disabled in compliance with the state and federal legislation such as Section 504 of the Rehabilitation Act of 1973 (PL93-112).

Such services and assistance as educational, personal and career counseling, sign language interpreters, notetakers, readers, recorded materials, tutors, curriculum/learning station modifications and special instructional equipment are provided as necessary for students with special needs to realize academic success.

Students who are single parents, homemakers, displaced homemakers, or single pregnant women can receive services designed to enable them to acquire marketable skills and the education and training necessary to provide adequate financial support for themselves and their dependents. Grant funds to supplement the cost of tuition, fees, supplies, dependent care and transportation are some of the types of assistance available for eligible students. Students in need of such assistance should be referred to the Campus P.A.S.S. Office.

Students who have a native language other than English and are experiencing academic difficulty due to this language barrier can receive tutorial assistance in their coursework and in basic ESL skills (reading, writing, speaking, listening).

In the P.A.S.S. Adult Basic Education Program, students can acquire competency in the basic skills (reading, writing, spelling, math) and prepare for the GED test. The Spalding method accurately combines the teaching of reading, writing, spelling and speech.

To receive services for any of these programs, contact the campus Academic Support Coordinator.

PUBLIC SAFETY ..... **(810) 340-6584**
Emergency **9-911**
Non-Emergency **5555**
Room: B 165

The Oakland Community College Department of Public Safety is a service-oriented organization whose mission is to provide a safe environment in which to study, work or otherwise use the public facilities of the college.

Public Safety employees are trained to provide this service by conducting foot and mobile patrol, taking incident reports, responding and investigating hazardous materials and generally working to provide a safe environment.

RECORDS ..... **(810) 544-5545**
Room: B 111
Hours: Monday through Friday ..... 8:30 am to 12:00 pm
and 1:00 to 5:00 pm

The Records Department handles address changes, residency (district changes), any data changes, access to student files, general questions and student enrollment verifications.

RECRUITMENT ..... **(810) 544-4935**
Room: B 151
Hours: Monday & Wednesday ..... 8:30 am to 5:00 pm
Thursday ..... 9:00 am to 1:00 pm

Delete

The Recruitment Office recruits and admits new students by assisting them in the admissions and assessment/orientation process, supplying individual attention when appropriate. The Recruitment Office will provide prospective students with information about specific programs, admissions, assessment/orientation, registration, counseling and financial aid.

REGISTRATION .....**(810) 544-4935**

Room: B104

Hours: Monday through Friday ..... 8:30 am to 12:00 pm
1:00 to 5:00 pm

To assist the student in the registration process, to providing accurate and consistent information allowing the student to complete a successful registration.

STUDENT ACTIVITIES ..... **(810) 544-xxxx**

Room:

Hours: Monday and Friday..... 8:30 am - 5:00 pm

Student Activities is committed to providing meaningful co-curricular activities for diverse student groups. These opportunities provide a favorable for positive group interaction and relationships and the development of leadership skills. Direct attention is given to the areas of social, cultural, educational and recreational awareness and skill building. Routine services include student organization support and guidance, training, resources and referrals, campus communication via the SAO Newsletter, advocacy for students' rights, locker rental and access to the Games Room.

Student identification cards are available to currently registered students at no charge. To obtain your identification card a photo I.D. (driver's license) with current address and a current semester registration slip are required. I.D.'s may be obtained throughout the year.

THEATER .....**(810) 544-5551**
(810) 544-4903

Room: D214

Hours: Monday through Friday ..... 8:30 am to 5:00 pm
(Hours vary with special events.)

The Lila R. Jones-Johnson Theater offers a variety of fine arts productions throughout the year. The 400 seat theater with superb acoustics is a favorite choice among community groups for seminars and special events.

VENDING ..... **ARA (810) 544-4953**
BOOKSTORE (810) 544-4998

A full-service food vending program is available. Vending machines are located throughout the campus and provide such items as hot canned food, sandwiches, hot and cold beverages, pastrys, snacks, candy and chips.

To report any malfunctioning equipment or to request vending refunds during the fall, winter and spring semesters, please contact the Cafeteria/ ARA Food Service Office.

During the summer session, please contact the campus Bookstore for assistance.

VETERANS AFFAIRS

This collegewide service is available for ***all*** eligible students and is coordinated through the Highland Lakes Campus. (See Veterans Affairs in Highland Lakes section)

OAKLAND
COMMUNITY
COLLEGE

Southfield Campus

Southfield

ADMISSIONS ..... **(810) 544-5545**

Room: First Floor
Hours: Monday, Tuesday & Thursday ..... 10:00 am to 7:00 pm
Wednesday ..... 8:00 am-2:00 pm

The Admissions Office helps prospective students gather information about OCC and assists students through the enrollment process. This Office provides students with information on specific programs, admittance, assessment, orientation and financial aid.

ARTS

This collegewide service is available for *all* students and is coordinated through the Highland Lakes Campus. (See Arts in Highland Lakes section)

ASSET/ORIENTATION ..... **(810) X**
(Assessment of Skills for Successful Entry Transfer)

Room: B 238
Hours: Varies from semester to semester.

Asset/Orientation Seminars are provided each semester for incoming students. The Success Seminars combine assessment of areas such as language usage, reading, math plus an orientation conducted by a counselor. All success seminars are by appointment.

BOOKSTORE ..... **(810) 552-2614**

Room: 117
Hours: *Fall & Winter Semesters*
Monday ..... 9:45 am to 5:45 pm
Tuesday & Wednesday ..... 9:45 am to 6:30 pm
Thursday ..... 8:45 am to 7:00 pm
Friday ..... 8:45 am to 4:00 pm

Spring & Summer Sessions
Business hours subject to change. Please call for specific hours.

OCC bookstores have a complete line of text books, reference books, study aids and supplies. All bookstores will gladly special order any text or trade books available. Special orders can be processed for both students and the general public. Students are also eligible to order software programs with educational discount pricing. Additionally, the bookstores carry OCC imprinted clothing and souvenir items.

During the first two weeks of classes, all bookstores have extended hours Monday through Thursday and are open the first two Saturdays of the term, usually 9 a.m. to 1 p.m. Please call each store to confirm current hours.

CAFETERIA- ARA FOOD SERVICE ..... (810) 552-2650

Room: Main Hallway, First Floor
Hours: Monday through Thursday ..... 8:00 am to 2:00 pm
and 4:00 to 8:30 pm
Friday ..... Closed

Spring Sessions
Business hours subject to change.
Please call for specific hours.

Summer Sessions
CLOSED. An enhanced vending operation is available during the summer semester.
(See vending section)

Welcome from your campus cafeterias at Oakland Community College. We at the cafeteria/ARA services invite you to join us for breakfast, lunch, dinner and even snacks when you are on the go. The cafeteria/ARA services offer a wide menu selection. Promotional specials and monthly special event programs. Our staff looks forward to seeing you between classes.

CAMPUS SERVICES/FACILITIES ..... (810) 552-2601

Room: 129B
Hours: Monday through Friday ..... 8:30 am to 5:00 pm

Campus Financial Matters, Rental of campus facilities, answers payment questions and assists students with concerns regarding food service, facilities.

CAREER CENTER .....(810) 552-2624

Room: 223
Hours: Monday through Thursday ..... 8:30 to 9:00 pm
Friday ..... 8:30 to 5:00 pm

SIGI Plus, Discover and MOIS computer programs; Strong Interest Inventory; reference books dealing with careers and educational resources.

CATALOG

The College academic catalog is available at all campus bookstores for $2. Newly admitted students will receive a coupon with the Notice of Admission to obtain their first catalog free of charge. (See Bookstore section for hours)

CHILD CARE CENTER ..... (810) 552-2632

Room: 115 Lower level
Hours: *Fall, Winter & Spring Semesters*
Monday through Friday ..... 8:00 am to 4:00 pm

This collegewide service provides licensed child care for students, OCC employees and faculty for children ages 1.5 (out of diapers) to 5 years. Open fall, winter and spring semesters. Call for fee information.

COUNSELING ..... (810) 552-2624
(810) 552-2650

Room: 223
Hours: Monday through Thursday ..... 8:30 am to 9:00 pm
Friday ..... 8:30 am to 5:00 pm

Provide Academic Advising, Career Counseling, computer assisted career guidance, Degree Audits, transfer information, and personal counseling accommodation.

ENGLISH AS A SECOND LANGUAGE (ESL)

This collegewide service is available for *all* students and is offered at the Orchard Ridge Campus. (See English as a Second Language in the Orchard Ridge section)

ENROLLMENT SERVICES ..... **(810) 544-5569**

Room: Royal Oak Campus - B-120
Hours: Monday through Friday ..... 8:30 am to 5:00 pm

Enrollment services provides general support and assistance in the areas of admissions, records, registration, ASSET/orientation and recruitment. This office can provide basic information for the areas listed as well as direct your specific needs to the appropriate office.

FINANCIAL AID ..... **Royal Oak Campus (810) 552-2624**
or (810) 544-5522

Southfield Campus (810) 552-2624
or (810) 544-5522

Room: The Royal Oak Financial Aid Office processes aid for the Southfield Campus.
Hours: Contact Southfield Counseling Office or call the Royal Oak Financial Aid Ofice for hours.

The financial aid office offers a wide range of financial aid programs consisting of grants, loans, part-time employment and scholarships. These programs are designed to provide qualified students with funds to assist them in meeting their educational goals.

HEALTH SERVICES

This collegewide service is available for *all* students and is coordinated through the Royal Oak Campus. (See Health Services in the Royal Oak section)

INDIVIDUALIZED INSTRUCTION CENTER (IIC) ..... **(810) 552-2656**
(810) 552-2659
(810) 552-2608

Room: 202
Hours: *Fall & Winter Semesters*
Monday through Friday ..... 8:30 am to 9:00 pm

Spring & Summer Semesters
Monday through Thursday ..... 8:30 am to 9:00 pm
Friday ..... 8:30 am to 5:00 pm

As a student-centered learning environment, the mission of the IIC is to promote student success by providing a learning facility that promotes individual academic achievement at all levels and supports

faculty in all disciplines in supplementing classroom and community activities.

Some of the specific services that we provide are:

Individualized instruction in study skills, reading comprehension, vocabulary development, English grammar and writing skills, spelling, and speed reading.

Computer assisted instruction to supplement coursework in all disciplines.

MINORITY TEACHER INITIATIVE (MTI) ..... (810) 552-2676

Room: 222
Hours: Monday through Friday ..... 8:00 am to 5:00 pm

The MTI program is the result of an articulation between OCC and Eastern Michigan University. MTI assists students at OCC with transferring to EMU to pursue a Bachelor's Degree in Education and Teacher certification. MTI offers advising services, motivational speakers, basic skills test, prep classes, shadowing programs etc. to students of color who aspire to become teachers.

PLACEMENT SERVICES & COOPERATIVE EDUCATION

This collegewide service is available for ***all*** students and is coordinated through the Auburn Hills Campus. (See Placement Services & Cooperative Education in the Auburn Hills section)

P.A.S.S. ..... (810) 340-6692
(PROGRAMS FOR ACADEMIC SUPPORT SERVICES)

Room: 201A & 201B
Hours: Monday through Friday ..... 8:30 am - 5:00 pm

Oakland Community College makes reasonable accommodations for all handicapped students (including the Learning Disabled in compliance with the state and federal legislation such as Section 504 of the Rehabilitation Act of 1973 (PL93-112).

Such services and assistance as educational, personal and career

counseling, sign language interpreters, notetakers, readers, recorded materials, tutors, curriculum/learning station modifications and special instructional equipment are provided as necessary for students with special needs to realize academic success.

Students who are single parents, homemakers, displaced homemakers, or single pregnant women can receive services designed to enable them to acquire marketable skills and the education and training necessary to provide adequate financial support for themselves and their dependents. Grant funds to supplement the cost of tuition, fees, supplies, dependent care and transportation are some of the types of assistance available for eligible students. Students in need of such assistance should be referred to the Campus P.A.S.S. Office.

Students who have a native language other than English and are experiencing academic difficulty due to this language barrier can receive tutorial assistance in their coursework and in basic ESL skills (reading, writing, speaking, listening).

In the P.A.S.S. Adult Basic Education Program, students can acquire competency in the basic skills (reading, writing, spelling, math) and prepare for the GED test. The Spalding method accurately combines the teaching of reading, writing, spelling and speech.

To receive services for any of these programs, contact the campus Academic Support Coordinator.

PUBLIC SAFETY ..... **(810) 552-2621**
Emergency **9-911**
Non-Emergency **5555**
Room: 125

The Oakland Community College Department of Public Safety is a service-oriented organization whose mission is to provide a safe environment in which to study, work or otherwise use the public facilities of the college.

Public Safety employees are trained to provide this service by conducting foot and mobile patrol, taking incident reports, responding and investigating hazardous materials and generally working to provide a safe environment.

RECORDS ..... **(810) 544-5545**

Room: Royal Oak Campus - B 111
Hours: Monday through Friday ..... 8:30 am to 12:00 pm
1:00 to 5:00 pm

The Records Department handles address changes, residency (district changes), any data changes, access to student files, general questions and student enrollment verifications.

RECRUITMENT ..... **(810) 544-4937**

Room: Royal Oak Campus - B151
Hours: Monday & Wednesday ..... 8:30 am to 5:00 pm
Thursday ..... 9:00 am to 1:00 pm

Delete

The Recruitment Office recruits and admits new students by assisting them in the admissions and assessment/orientation process, supplying individual attention when appropriate. The Recruitment Office will provide prospective students with information about specific programs, admissions, assessment/orientation, registration, counseling and financial aid.

Southfield

REGISTRATION ..... **(810) 544-4935**

Room: Royal Oak Campus - B104
Hours: Monday through Friday ..... 8:30 am to 12 pm
1:00 to 5:00 pm

To assist the student in the registration process, to providing accurate and consistent information allowing the student to complete a successful registration.

STUDENT ACTIVITIES ..... (810) x

Room:
Hours: Monday and Thursday..... 8:30 am - 7:00 pm
Tuesday, Wednesday & Friday ..... 8:30 am - 5:00 pm

Student Activities is committed to providing meaningful co-curricular activities for diverse student groups. These opportunities provide a favorable for positive group interaction and relationships and the development of leadership skills. Direct attention is given to the areas of social, cultural, educational and recreational awareness and skill building. Routine services include student organization support and guidance, training, resources and referrals, campus communication via the SAO Newsletter, advocacy for students' rights, locker rental and access to the Games Room.

Student identification cards are available to currently registered students at no charge. To obtain your identification card a photo I.D. (driver's license) with current address and a current semester registration slip are required. I.D.'s may be obtained throughout the year.

VENDING ..... ARA (810) 552-2687
BOOKSTORE (810) 552-2614

Room: G 208

A full-service food vending program is available. Vending machines are located throughout the campus and provide such items as hot canned food, sandwiches, hot and cold beverages, pastrys, snacks, candy and chips.

To report any malfunctioning equipment or to request vending refunds during the fall, winter and spring semesters, please contact the Cafeteria/ARA Food Service Office.

During the summer session, please contact the campus Bookstore for assistance.

VETERANS AFFAIRS

This collegewide service is available for *all* eligible students and is coordinated through the Highland Lakes Campus. (See Veterans Affairs in Highland Lakes section)

OAKLAND
COMMUNITY
COLLEGE

General Information

STUDENT INFORMATION

This student information is intended to supplement information in the College Catalog - the official publication of the College's academic policies and regulations. The College expects each student to be knowledgeable of the information presented herein.

Students enrolled at Oakland Community College are expected to conduct themselves as responsible individuals. Students are subject to the jurisdiction of the College during their period of enrollment, and the College reserves the right to take disciplinary action against those students who, in the opinion of the College representatives, have not acted in the best interest of the students or the College.

Disciplinary action may consist of verbal reprimand, restitution for damages, restriction of privileges, suspension, dismissal or other action appropriate to the case. Students have the right of appeal in cases where their status is affected (see Student Discipline Guidelines.).

RULES AND REGULATIONS

Violation of these rules may subject the student to disciplinary action and/or referral to appropriate law enforcement agencies.

Alcoholic Beverages - No student shall consume or possess any alcoholic beverages, beer and/or wine, on any College-owned or operated facility or at any College-sponsored event either on or off campus unless previously approved, in writing, through the appropriate Campus administrator in accordance with Board policy.

Assault and Battery - No student shall threaten or commit a physical or verbal attack on faculty, staff or another student.

Assembly - No person or persons shall assemble in a manner which obstructs the free movement of persons about the campus or the free and normal use of College buildings and facilities, or prevents or obstructs the normal operation of the College. Students who desire to assemble shall apply for permission to the appropriate Campus Dean responsible for Student Services.

Cheating - No student shall engage in behavior which, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such

as the acquisition, (without permission) of tests or other academic materials and/or distribution of same. This includes students who aid and abet, as well as those who attempt such behavior.

Counterfeiting and Altering - No student shall reproduce, copy, tamper with or alter in any way, manner shape or form, any writing record document of identification or any form used or maintained by the College. This shall include computerized data.

Contracts - No student shall enter into a contract using the name of the College with an outside agency without specific written authorization from appropriate College officials. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

Disruptive Behavior - No student shall behave in a manner which is unacceptable in a learning environment or which endangers the rights and/or safety of him/herself or other students or staff.

Drugs - The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on all College-owned or operated property and at any College-sponsored events either on or off campus.

Dumping and Littering - No student shall deposit, dump, litter or otherwise dispose of any refuse on College property, except in duly designated refuse depositories.

Gambling - No student shall engage in any form of gambling on College-owned or operated property or at College-sponsored events either on or off campus.

Harassment - No student shall engage in harassment of another student or staff member of the College. This shall include, but not be limited to, sexual and racial harassment, and may include verbal and/or physical actions.

Parking and Motor Vehicles - No student shall park a vehicle except in appropriately designated areas. No student shall operate a vehicle in an unsafe manner. Violators of parking regulations may be subject to impounding of vehicles or traffic tickets under the provisions of the individual Campus traffic regulations. The College assumes no responsibility for loss, theft, or damage to cars parked in the College parking areas.

Safety - No student shall engage in behavior which violates any safety rules of any classroom, laboratory or other College premises. This shall include, but not be limited to, the wearing of any required personal protective equipment, and the following of prescribed methods and procedures for handling and disposing of certain materials which may be hazardous, unstable, contagious, etc.

Signs - No student shall erect or display signs or posters on College property unless authorized through the Campus Student Activities Office. No student shall deface, alter, tamper with, destroy or remove any sign or inscription on College-owned or operated property.

Soliciting - No student or student organization may use Campus facilities, solicit funds or schedule activities unless such action has been approved through the Campus Student Activities Office.

Smoking - OCC is smoke-free effective July 1, 1993. OCC joins the growing number of colleges, universities and companies operating in a smoke-free environment. Smoking is not permitted in any College building by employees, students, visitors or vendors.

Theft/vandalism - No person or persons shall engage in the theft of or damage to property belonging to another person, organization or institution. This includes tampering with coin operated machines.

Use of College Facilities - No student shall be on Campus except during times established in the Academic Calendar and during normal College hours of operation. Students wishing to utilize College facilities other than at those times, must acquire permission from the Campus administration through the Student Activities Office.

Weapons - No student shall possess, use or threaten to use weapons or explosives on any College-owned or operated property or at any College-sponsored events either on or off campus, except as specifically authorized in writing by the Campus adminstration.

STUDENT DISCIPLINE GUIDELINES

1. **Procedural due process:** Procedural due process appropriate to the specific case must be followed prior to the imposition of discipline for violation of rules and regulation. Some elements of due process, such as timely and specific notice of charges, are almost always appropriate regardless of the gravity of the violation alleged. Other elements of due process may be appropriate to the hearing of an appeal. Prior to the

hearing, the student shall be informed of the elements of due process to be followed in the case. Upon appeal to the Campus Board of Conduct, among the elements that may be provided are:

a. Timely and specific notice of the charges
b. Right to rebut adverse testimony
c. Right to a written transcript of the hearing
d. Right to representation by a lawyer

Other procedural safeguards may be followed as required by the circumstances.

2. **Burden and standard of proof:** The burden shall be on the College to show by a preponderance of the evidence that the student violated the rules and regulations.

3. **Status of student pending hearing and appeal:** A student's status shall not be changed prior to hearing and appeal unless there is reasonable cause to believe that the student's status (for example, his or her continued presence in the classroom) poses a danger to others or will disrupt the educational process. The decision to alter a student's status pending hearing and appeal will be made by the responsible Dean.

4. **Forms of discipline:** Disciplinary action must be proportionate to the violation and, depending on the nature of the violation, may take the form of a reprimand; restrictions on activities or privileges; restitution; denial of honors, certificate or degree; probation; temporary or permanent suspension from a class or program; dismissal from the College; or other measures appropriate under the circumstances of the case.

5. **Procedures for classroom misconduct:** The following procedures shall govern cases wherein violation of any rule or regulation regarding classroom conduct is alleged.

   If misconduct warrants an immediate suspension from the class for the remainder of the class period, the instructor may do so without a prior hearing. Public Safety Officers shall remove the student from the classroom upon oral request by the instructor. The instructor shall provide written notice to the Dean responsible for Student Services as soon as practicable.

   If misconduct warrants additional or different discipline, the instructor shall consult with the appropriate Dean who may elect to:

   i) meet with the student, the instructor (if consenting), and other appropriate persons to explore and adopt non-disciplinary solutions, including the establishment of guidelines for retaining the student in the class;

ii) conduct a meeting with the student and other persons appropriate to the case, make a written determination of the facts, and take disciplinary action if such action is warranted;

iii) take no action.

The student may appeal the Dean's decision to the Campus Board of Conduct (see Appeal Process).

6. **Procedures for other violations:** Violations of any rule or regulation except those regarding classroom conduct shall be reported to the responsible Dean who may elect to:

   i) meet with the student and other appropriate persons to explore and adopt non-disciplinary solutions;

   ii) conduct a meeting with the student and other persons appropriate to the case, make a written determination of the facts, and take disciplinary action if such action is warranted;

   iii) take no action.

   The student may appeal the decision of the responsible Dean to the Campus Board of Conduct (see Appeal Process).

7. **Appeal Process:** Appeal must be filed in writing with the responsible Dean within 20 calendar days of the date the notice of action was issued. The appeal shall state the reason(s) the Dean's decision should not stand. As soon as reasonably possible, the Board of Campus Conduct shall notify the Student in writing of the hearing date and the appropriate elements of due process. The Board shall then conduct a hearing (unless waived by the student) and shall affirm, modify or reverse the Dean's decision. The Board's decision may be appealed in writing to the Campus President within 7 calendar days of the date of notice of Board actions. The President shall affirm, modify, or reverse the decision of the Board. The President's decision shall be final.

8. **Campus Board of Conduct:** Each campus shall provide a Campus Board of Conduct. The Board shall be composed of five (5) voting members as follows:

One (1) Campus Dean selected by the Administration (not involved with the disciplinary action) who shall act as chair and shall conduct the hearing;

Two (2) students selected by approved student organizations; and,

Two (2) faculty selected by the Campus Academic Senate.

RIGHTS OF STUDENT INVOLVEMENT

1. **Student Activities Office:** The Student Activities Office is the coordinating body for all student organizations on campus. Students are encouraged to participate in Student government, clubs and organizations at the respective campuses. Students wishing to participate or begin new clubs or organizations should contact the Campus Student Activities Office for information.

2. **Student Government:** The Student Government of each campus is an elected representative body of students which strives to bring about closer cooperation between the administration, the faculty and the student body. It serves the individual student and the organizations on the campus.

3. **Academic Senate:** The Academic Senate is vitally concerned with the effective participation of students, faculty and administration in policy formation. Its interest is in making Oakland Community College a more responsive and responsible educational institution. Students, faculty and administrators participate through committee study and action by the Senate as a whole. A truly effective Senate needs students' participation.

   Students interested in serving as members of the Academic Senate should contact the Campus Student Activities Office.

4. **Right to Petition:** Any student or student group wishing to express a concern or lodge a grievance regarding Campus or College policy or practice is requested to follow the appropriate steps:

   a. Student Government (if appropriate)
   b. Academic Senate (if appropriate)
   c. Dean
   d. President
   e. Appropriate Vice Chancellor
   f. Chancellor
   g. Board of Trustees

It is the policy of the Board of Trustees to consider matters of individuals or groups in regular public meetings upon submission of a written petition which will enable the Board to plan and conduct business in an orderly manner.

Petitions should not be used in individual appeals involving specific academic issues or student discipline determinations (see Student Discipline-Due Process and Academic Appeals).

ACADEMIC APPEALS

The Oakland Community College Academic Appeals Process is established to provide the student with a means of questioning academic behavior. Examples of expected appropriate academic behavior are set forth in the American Association of University Professors' Code of Ethics.*

"As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, and/or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom."

If a student feels he/she has an academic concern and wishes to formally pursue resolution of that concern, the following steps shall be taken:

1. The student contacts the faculty member regarding the academic concern. His/her counselor may be consulted and be included in these discussions.
2. If the concern is not resolved in step 1, the student then contacts the department chair.
3. If the academic concern is not resolved in steps 1 and 2, the student then fills out a complaint form and discusses the concern with the appropriate Dean.
4. If the student's concern is not resolved with the appropriate Dean, the student may contact the Dean responsible for Student Services and request convening of the Campus appeals Board.

a. The Campus Appeals Board will be chaired by the appropriate Dean and will be composed of three student representatives and three faculty representatives selected randomly by the President of the Campus Academic Senate Council. Those faculty members picked to serve would be asked to exercise good judgment (that is, guard against any possible conflicts of interest). The Dean will vote only in the case of a tie.

b. Written statements setting forth the complaint, the evidence and the justification for why the appeal should now be heard by the Appeals Board will be submitted by the student and the faculty member no later than seven calendar days prior to the convening of the Board.

c. The prescribed Campus Appeals Board will assure the student the right to have material witnesses.

5. The Board will submit its recommendation in writing to the faculty member and to the petitioning student within 48 hours of its decision. The recommendation will be forwarded to the Campus President. The decision of the Campus President shall be final.

All of the above proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved. These proceedings do not preclude student or faculty rights to seek redress within or outside the institution.

*NON-ACADEMIC APPEALS
Complaints of discrimination or harassment by any employee of the College based on age, sex (including sexual harassment), race, marital status, height, weight, religion, color, national origin or handicap should be raised in the Equal Opportunity Complaint procedure.

CODE OF AN ATHLETE

The Code of an Athlete is designed to guide the behavior of all athletes representing the College.

As an athlete representing Oakland Community College, I subscribe to the following ideals:

1) I regard the achievement of excellence in my sport, my role as a team member, and the development of my character as ends in themselves.

2) I will fulfill the responsibilities required of me by my teammates, coach and College.

3) I will treat all of my fellow athletes with the courtesy and respect that I would have them confer on me.

4) I will uphold my academic responsibilitity as an athlete at Oakland Community College.

5) I understand the privilege of wearing an Oakland Community College uniform carries with it the responsibility of being a student athlete on the playing field, on my college campus and in my community.

6) I understand that I will not participate in the use of alcohol, drugs and all other forms of inappropriate behavior as stipulated in the college Guide to Campus Safety and Success.

The College reserves the right to make any changes in the policies or regulations without notice.

EOP

BOARD POLICY

Oakland Community College, pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Elliot-Larsen Civil Rights Act, and Executive Order 11246, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the: Equal Opportunity Compliance Officer, Oakland Community College, 2480 Opdyke Road, Bloomfield Hills, MI 48304-2266. Phone (313) 540-1500.

EQUAL OPPORTUNITY REGULATIONS

The following regulations are adopted by Chancellor's Council in order to implement the Board of Trustee's Policy regarding Equal Opportunity for students, employees, and applicants for admission and employment at Oakland Community College.

I. All College publications used to recruit students or employees and all admission and employment application forms shall include a statement of the Board's Non-Discrimination Policy.

II. All administrators and supervisors of the College shall be responsible for reporting any possible violation of this Board policy to the College's Equal Opportunity Compliance Officer. This shall include possible violations of which the administrator or supervisor has personal knowledge as well as those which may be reported to him/her.

III. All administrators, faculty, staff, and students are expected to conform to Board Policy and any regulations, statements, and procedures issued in order to implement Board Policy. Any member of the admininistration, faculty, staff or student who violates Board Policy shall be subject to disciplinary action as appropriate, up to and including discharge from employment or dismissal from the College. Formal action against any employee covered by a collective bargaining agreement shall be taken in accord with the provisions of the applicable collective bargaining agreement. Formal action against any employee not covered by a collective bargaining agreement shall be taken in accordance with Board policy.

IV. The College's Human Resources Department shall be charged with the responsibility to process all complaints made against administrators, faculty and staff. If a complaint is made against any member of the Human Resources Department, the Chancellor shall be informed immediately, in writing, and the complaint may be referred to outside counsel for processing.

A member of the Human Resources Department shall be officially designated as the College's Equal Opportunity Compliance Officer and shall function as the Title IX Coordinator and Section 504 (Handicap) Compliance Coordinator. Other departmental staff or outside counsel, may be utilized to assist in the processing or investigation of complaints, as necessary.

V. Complaints against students shall be processed according to the guidelines in the Student Information and Services Guide.

CAMPUS SEXUAL ASSAULT GUIDELINES

A. **Prohibited Acts** - No member of the College Community shall engage in sexual assault. For the purposes of this policy, Sexual Assault is defined as a sexual assault that occurs on Campus or a sexual assault on student which did not occur on Campus. A sexual assault means an act described in section 520b, 520c, 520d, 520e, 520f, or 520g of the Michigan Penal Code, Act Number 328 of the Public Acts of 1931; being sections 750.520b, 750.520c, 750.520d, 750.520e, 750.520f, and 750.520g of the Michigan Compiled Laws. Oakland Community College will treat any all sexual assaults as matters of the highest concern and seriousness.

B. **Education** - Starting with the Fall 1993 semester, the College will present at least one seminar per semester to inform the College Community of rape awareness, acquaintance rape, and other sex offenses, including sexual assault. This seminar will include information concerning Campus Student Organizations, Counseling Centers and Community Crisis Centers that provide assistance or counseling or both to victims of sexual assault.

C. **Procedures For Reporting Sexual Assault** *

1. If a sex offense occurs on College property, notify the Public Safety Department immediately. If the offense occurs when the campus is closed, notify the local Police Department who will notify College officials. Any College employee can assist you in making such notification.

2. In accepting reports of sexual assault, the Oakland Community College Department of Public Safety will;

   A. Met with you privately, at a place of your choice in this area to take a complainant report.

   B. Not release your name to the public or to the press.

   C. Will not prejudge you and will not blame you for what occurred, nor will it be suggested that you were contributorily negligent or assumed the risk of being sexually assaulted.

   D. Will treat you and your particular case with courtesy, sensitivity, dignity, understanding and professionalism.

E. Will make appropriate accommodations, if you feel more comfortable talking with a female or male officer.

F. Will assist you in arranging for any hospital treatment or other medical needs.

G. Will assist you in privately contacting counseling, safety, advising and other available resources, including any options provided to your under State and Federal law regarding mandatory testing of sexual assault suspects for communicable diseases and notification to the victim of the results of the testing.

H. Will fully investigate your case, and will help you to achieve the best outcome. This may involve the arrest and full prosecution of the suspect responsible. You will be kept-up-to-date on the progress of the investigation and/or prosecution.

I. Will continue to be available for you to answer your questions, to explain the systems and processes involved (prosecutor, courts, etc), and to be a listening ear if you wish.

J. Will consider your case seriously regardless of your gender or the gender of the suspect.

K. Will not use any kind of coercion or suggestion of publicity to convince a victim to:

   i. Not report a sexual assault committed against a victim to law enforcement authorities or disciplinary officials.

   ii. Report a sexual assault as a lesser offense then you perceive it to be.

   iii. To not report or communicate a sexual assault to another person.

L. Will provide the full and prompt cooperation of the institution's personnel with law enforcement authorities in obtaining, securing, and maintaining evidence as may be necessary to the proof of criminal sexual assault in legal proceedings.

3. In the event that OCC institutes disciplinary proceedings in the event of a sexual assault as governed under these guidelines, the victim shall have the same right to legal assistance or to have another person present that the

College allows to the accused, and the victim will be notified of the outcome of any disciplinary proceeding concerning the sexual assault.

4. The College will take any reasonably feasible actions as are needed to prevent a victim from unnecessary or unwanted contact or proximity with the alleged assailant after a sexual assault has been reported to the appropriate campus personnel.

* Appreciation is express to Dr. Bruce Benson, Director and the Michigan State University Department of Public Safety for their input to these procedures.

EQUAL OPPORTUNITY SEXUAL HARASSMENT COMPLAINT PROCEDURE

Students, faculty or employees who feel they have been subjected to discrimination or harassment based upon age, sex (including sex harassment), race, marital status, height, weight, religion, color, national origin or handicap unrelated to the person's ability to do his/her job should contact the Equal Opportunity Compliance Officer, Oakland Community College, 2480 Opdyke Road, Bloomfield Hills, Michigan 48304-2266, (313) 540-1500 within ten (10) working days of the act(s) of which the person complains.

1. STEP 1 - INFORMAL COMPLAINT. The EOC Officer will discuss the nature of the complaint with the individual complaining (complainant) and the options available to the complainant within this procedure and, if appropriate, outside this procedure. All information at this stage will be kept confidential to the extent possible.

2. STEP 2 - FORMAL COMPLAINT. If the problem cannot be resolved within ten (10) working days from the date of the first contact with the EOC Officer, the Complainant may submit a written Complaint on a form provided by the EOC Officer. The EOC Officer will assist the Complainant in completing the form if requested, and will conduct an investigation to determine whether there is a reasonable basis to believe that a violation of Board Policy has occurred. In conducting the investigation, the EOC Officer will notify the accused (Respondent) of the complaint, and he/she shall have the opportunity to respond to the charge. Steps will be taken to insure confidentiality. If the EOC Officer deems it beneficial, he/she will hold a meeting with the Complainant and the Respondent to try and work

a mutually acceptable resolution to the problem. The Complainant and Respondent may each have one other person attend the meeting. Within ten (10) working days of the completion of the investigation, the EOC Officer shall issue a Report of Investigation detailing the results of the investigation to the appropriate administrators who shall decide what, if any, formal action is to be taken against the Respondent.

The Complainant and Respondent shall be notified of the outcome of any investigation. In the event disciplinary action is taken, a record of such action shall be placed in the Respondent's personnel file. Formal action against any employee covered by a collective bargaining agreement shall be taken in accord with the provisions of the applicable collective bargaining agreement. Formal action against any employee not covered by a collective bargaining agreement shall be taken in accordance with Board Policy.

3. STEP 3 - APPEAL PROCESS. Appeals of any formal action taken against the Respondent shall be made through the procedure provided in the applicable collective bargaining agreement, if any. A Respondent not covered by any collective bargaining agreement, or a Complainant who is dissatisfied by the decision issued at Step 2 may appeal within ten (10) working days of notice of the outcome of the investigation to the Director of Human Resources. Upon review and any further investigation deemed appropriate and within twenty (20) working days of receipt of the appeal, the Director of Human Resources shall issue a final decision.

NON-RETALIATION. The college not only prohibits discrimination and harassment, but also strictly prohibits any retaliation against an employee or student who, in good faith, has registered a complaint under this procedure. Any administrator, faculty member, or employee of the College who, after investigation, has been determined to have retaliated against any employee or student for utilizing the complaint procedure in this policy will be subject to appropriate discipline up to and including immediate discharge. If an employee or student believes he/she has been retaliated against for exercising his/her rights under this policy, the individual should use the Complaint Procedure set forth above.

PRIVACY RIGHTS OF ELIGIBLE STUDENTS

If you desire clarification, information, or want to withhold directory information, please contact your campus records office.

The Family Rights and Privacy Act (FERPA) of 1974 was established to protect the privacy of student educational records, to quarantee the student the opportunity to review and inspect and, when necessary, to challenge the accuracy of their educational records through informal and formal procedures.

Only certain employees of Oakland Community College, acting individually or collectively, in the educational interest of the student, are allowed access to educational records.

Except as allowed and/or required by law, no personally identifiable information from a student's educational record will be disclosed to any third party (which includes parent, spouse, or other students) by an official or employee of the College without prior written consent of the student.

The College has designated certain student information to be "public" or "directory information," and at its discretion, may release this information without prior written consent of the student. Directory information is defined as: name, home address, telephone number, place of birth, curriculum, dates of attendance, degrees, certificates and awards received, last educational institution attended, high school attended, participation in recognized activities and sports, and weight and height of members of athletic teams.

Students may request that all items identified as directory information, except their names, be withheld and considered restricted information. To withhold public or directory information written notification must be received at any campus Records Office or the Office of the Registrar prior to the end of the normal office hours of the final day of registration for the semester or session in which the withholding is to begin. Once a student has requested the withholding of directory information, the request will be honored for one year from the end of the semester or session the student has last enrolled. Students who do not re-enroll at OCC for a period of one year will need to file a new request if they wish to reinstate the withholding of directory information.

A copy of the complete and detailed FERPA policy and procedures used by OCC can be found in each Campus Records Office, all Deans' offices and in the Office of the Registrar.

EMERGENCY PROCEDURES

DURING REGULAR CAMPUS HOURS

Mon. thru Thurs. ..... 8 a.m. to 10:30 p.m.
Fridays ..... 8 a.m. to 5 p.m.

1. Dial 9-911 on ANY ON-CAMPUS PHONE.

2. Give your location.

3. Explain the nature of the emergency.

DURING LATE NIGHT HOURS, OR WEEKENDS

1. On outside pay-phones call 911.

2. Give your location.

3. Explain the nature of the emergency.

ANNOUNCEMENT OF CAMPUS CLOSINGS

Campus closing for day classes will be announced through major radio stations by 7 a.m. Closing of a campus for evening classes will be announced by 4 p.m.

COLLEGE SERVICES

ADVISING and COUNSELING

Advising students for classes is one service provided by counselors on each campus. The steps to take before registering for classes for new students include:

- apply to college
- take ASSET test
- attend orientation
- meet with a counselor

All students are encouraged to meet with a counselor prior to registration.

Other counseling services include goal setting, assistance in search of self-understanding of solutions to academic, vocational and personal problems.

BOOKSTORE/TEXTBOOKS

The purpose of the College bookstore is to provide the required and recommended textbooks and supplies necessary for the educational programs. There is a bookstore located on each campus. Each store will stock texts for that particular campus only. Textbooks must be purchased at the campus bookstore in which the class is being offered upon the presentation of the registration receipt.

Return Policy - Textbooks

1. Refunds on textbooks will be authorized during the ten (10) working day period after the first day classes meet at the beginning of each semester.
2. The cash register receipt dated after final exams of the previous semester and before the end of the ten (10) day period at the beginning of the current semester must be presented to receive a refund.
3. Textbooks returned for refunds must be in new condition and resalable. Books with writing or damage will be refunded at a discount rate.
4. Purchases made by check will be refunded after a five (5) day waiting period.
5. Used textbooks are purchased from students the week of final exams. Conditions of used textbooks vary. The student assumes all responsibility for those conditions.

Return Policy - Non-Textbook Items

Merchandise must have a cash register receipt and be returned within five (5) days after the purchase date. All returns must be clean and resalable.

Regulation Regarding Children on Campus

We love children, but for their safety, students, staff and visitors are not permitted to leave minor children unattended on College property and in campus buildings. Children are welcome to visit the campus, but they must be supervised by adults at all times. The College does not assume responsibility for the safety of children left unattended. OCC has fully-licensed, full-staffed Child Care Centers to meet the needs of student-parents and guardians; they are encouraged to register their children or minor dependents at a center. Please call a center for information about registration, fees, age limits and hours of operation.

Campus Child Care Centers

Auburn Hills ..... (810) 340-6603
Highland Lakes ..... (810) 360-3097
Orchard Ridge ..... (810) 471-7597
Royal Oak..... (810) 544-5587
Southfield ..... (810) 552-2632

Out of consideration for the learning process and others, students, staff and visitors are not permitted to have children accompany them into College classrooms, laboratories, studios, or LRCs whether the children are supervised or not. The only exceptions are prearranged tours, field trips or College-coordinated programs for children.

Financial Aid - OCC participates in grant, scholarship, loan, and work-study programs funded by the Federal Government, State of Michigan, Oakland Community College, and private donations. Information and applications materials may be obtained by calling the following campuses Financial Aid Offices:

Auburn Hills..... (810) 340-6544
Highland Lakes.. (810) 360-3039
Orchard Ridge.... (810) 471-7539
Royal Oak..... (810) 544-5547
Southfield ..... (810) 544-5547

Study Abroad - Enrollment in a program of study abroad that is approved for credit by OCC may be considered enrollment for purposes of applying for federal financial assistance.

Graduation Procedures - See District Office section in this handbook.

Handicapped Student Services - Oakland Community College makes reasonable accommodations for all handicapped students (including the Learning Disabled) in compliance with state and federal legislation such as Section 504 of the Rehabilitation Act of 1973 (PL 93-112).

Such services and assistance as educational, personal and career counseling, sign language interpreters, notetakers, readers, recorded materials, tutors, curriculum/learning station modifications, and special instructional equipment are provided as necessary for students with special needs to realize academic success.

Students in need of special assistance should contact the campus Academic Support Coordinator.

Campus	Voice	TDD*
Auburn Hills	(810) 340-6692	(810) 340-6687
Highland Lakes	(810) 360-3040	(810) 360-3040
Orchard Ridge	(810) 471-7734	(810) 471-7734
Royal Oak	(810) 544-4910	(810) 544-4910
Southfield	(810) 552-2644	(810) 552-2644

(*Telecommunications Device for the Deaf)

Health Survey - At the time of initial application to the College, each applicant is requested to complete a health survey. In the event a student's medical history or health status has changed since initial attendance, the student should have the College records updated. Updates can be made in any campus Records Office.

Learning Disabilities Services - Assistance is available at the campuses of Oakland Community College for those students who are unable to function satisfactorily in college courses due to diagnosed specific learning disabilities.

Services will be provided to assist students when deemed appropriate by OCC staff to raise their levels of competencies, to select appropriate and manageable course loads, to further understand and deal with their learning disabilities, and to explore career opportunities that will capitalize on their strengths and talents.

Additional information about assistance available on individual campuses can be obtained by contacting the Academic Support Coordinator.

Literacy Initiative - The Oakland County Literacy Project's volunteer tutors provide free reading instruction to adults who need to improve their basic reading skills. If you or someone you know would like reading help or if you would like to be a volunteer tutor, call Cathryn Weiss at 338-8840.

Placement Services- The Placement Services are an academic support unit designed to assist students in their search for part and full-time employment. Service and assistance are available by contacting the collegewide Placement Office on your campus or the Placement Office at the Auburn Hills Campus at (810) 340-6760.

Substance Abuse Services - Oakland Community College offers educational and referral services to students and staff aimed at preventing substance abuse and assisting in rehabilitation, if desired, through referral to agencies offering such services. Contact the College Health Services at 544-5563. All inquiries are confidential.

Telecourses - Telecourses are television broadcast-based courses that are equivalent in content and objectives to regular on-campus sections of the same course. They are offered for the convenience of students whose personal commitments or work requirements do not accommodate the normal schedule of day and evening classes. To be a successful telecourse student, good reading and writing skills are necessary, along with strong self-motivation and an ability to learn independently. For more information on this educational method, please call Academic Services at (810) 471-7707.

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