

Admissions and Registration

Admission to the College

Admissions: 432-335-6432

Registrar's Office: 432-335-6404

Odessa College is committed to equal consideration of all qualified applicants for admission without regard to race, color, religion, sex, age, or national origin, and without regard to disabilities as required by the Americans With Disabilities Act of 1990.

An applicant will be eligible for admission to the college when the Office of Admissions has on file a completed application form along with all other items required under the appropriate admissions category. Assessment procedures are used for placement in particular courses or programs, not as a basis for admission to Odessa College.

Once an applicant is admitted to Odessa College and registers for classes, that person's file becomes part of the permanent Odessa College file. The student may continue to register for credit classes from one semester to the next unless the student becomes ineligible for scholastic, financial or disciplinary reasons. Students who return to OC after not enrolling for one or more semesters must verify accuracy of their address and other contact information, reaffirm residency status for tuition purposes, and supply appropriate transcripts if the student has attended any other college or university since last attending Odessa College.

Applying for Admission

Please note: Applications are available in the Admissions office, second floor of the Student Union Building, or can be completed online at www.odessa.edu through the Admissions page or at www.applytexas.org. As of the fall 2006 semester, all students applying for admission or readmission must complete a core residency questionnaire to determine residency status for tuition purposes. Students must also submit documentation of TSI (Texas Success Initiative) status. All transcripts and other official documents submitted for admission purposes become the property of Odessa College and will not be returned to the student.

- 1) **Returning Students Not Currently Enrolled** – Students who have attended OC but have not taken classes within the last calendar year must reapply for admission in the Admissions Office.
- 2) **High School Graduates** – Graduates from an accredited high school need to submit an official high school transcript with date of graduation and rank in class.
- 3) **GED** – Students who have successfully passed testing requirements under the General Education Development Test must submit official GED test scores.
- 4) **Transfer Students** – Transfer students who are seeking admission **must provide an official transcript from every institution attended.**
- 5) **Home Schooled Students** – Homeschooled students seeking admission to Odessa College are required to:
 - a. Be at least 16 years of age.
 - b. Submit a completed and signed application of admission.
 - c. See 8c under Early Admission requirements.
 - d. Comply with TSI requirements.
 - e. Provide an official notarized transcript that must meet all TEA standards.
- 6) **Individual Approval** – Includes individuals who have graduated from any unaccredited high school or non-traditional setting, as well as any person 18 years of age or older who does not qualify under categories 2,3 or 4 above. Students admitted on individual approval without a GED or high school transcript are not eligible to receive Title IV federal financial assistance. An official copy of coursework completed may be requested.
- 7) **International Students** – Applicants from outside the United States may be admitted to Odessa College by meeting regular admission requirements and deadlines set for receipt of

materials for international students. International students must agree to comply with all international student regulations in order to remain enrolled. Deadlines for receipt of materials: March 1 for summer, June 1 for fall, October 1 for spring. Please contact the associate director of admissions at 432-335-6432. Applicants' files must contain the following:

- a. Odessa College International Application for Admission and Registration Survey.
- b. A \$50 (U.S. currency – money order or cashier's check) non-refundable application fee.
- c. A deposit of \$1,500 (U.S. currency – money order or cashier's check) to be held in escrow. The deposit will be returned to the student during the last semester of the students study with OC.
- d. Copy(ies) of passport information (name, passport number, address, etc.)
- e. Official high school or college/university transcript(s). Transcripts must be translated into English. (Athletes must provide a secondary and college/university transcripts if transferring). Please click for a list of [Foreign Credential Evaluation](#) services.
- f. Official score report on the Test of English as a Foreign Language (TOEFL) with a minimum score of 525 on the paper test or 70 on the Internet based test. For testing information visit: www.ets.org/toefl
- g. A physician's statement showing proof of immunization against diphtheria and tetanus within the last 10 years, a negative result on tuberculosis test and evidence of good physical health.
- h. [Financial statement](#) showing proof of funds to cover \$17,000 per calendar year to cover educational and living expenses.
International students are not eligible for any financial aid through Odessa College Student Financial Services Office.

- i. Proof of medical insurance prior to admission. Verification of medical insurance is required for each subsequent semester of enrollment.

8) **Special Enrollment Opportunities for Current High School Students include:**

- a. **CollegeNOW** – High school juniors and seniors can earn college credit through Odessa College while they earn high school credit through their high school for selected courses. Students must have permission of the school district and their parents/legal guardians and must come from a school with an Articulation Agreement with Odessa College. The *CollegeNOW* program is open to students who meet the following criteria (printable checklist):
 - i. Have the appropriate score on the TAKS, THEA, or COMPASS test;
 - ii. Have an overall high school grade point average of 3.0 or above in the semester immediately preceding enrollment in a college course;
 - iii. Have the approval of their high school counselor; and
 - iv. Pay tuition fees for the college courses.

High School students interested in *CollegeNOW* enrollment opportunities should contact their high school counselor for assistance with course selection according to the high school *CollegeNOW* class schedule. A maximum of two *CollegeNOW* classes can be taken during any semester, unless the student has been officially accepted into the *CollegeNOW* Academy which allows for three classes to be taken during the semester. *CollegeNOW* students must be TSI exempt or must pass the THEA/COMPASS exam in the content area(s) of classes they wish to take.

- b. **CollegeNOW Academy** – The Academy, an expansion of *CollegeNOW*, offers additional courses beginning in the sophomore year, including summer academic camps and

increased student support. Students may take more than two classes per semester. Students must have the permission of the school district and must come from a school with an Articulation Agreement with Odessa College. The *CollegeNOW* Academy is open to students who meet the following criteria:

- i. Demonstrated outstanding academic performance and capabilities as evidenced by GPA, ACT, SAT or other assessment indicators.
 - ii. Student must meet minimum score requirements required on placement test(s) specified by Odessa College.
 - iii. Sophomore students must enroll in at least one *CollegeNOW* Academy course each semester; juniors and seniors must enroll in three *CollegeNow* Academy courses each semester. Additionally, students must meet the Odessa College prerequisite requirements for all courses to be taken.
 - iv. Approvals from the parent/guardian and the Principal of the High School are required for *CollegeNOW* Academy eligibility.
 - v. Approval from the Chief Academic Officer of Odessa College is required for *CollegeNOW* Academy admittance.
 - vi. All students must maintain a “B” in each *CollegeNOW* Academy course in order to remain in the Academy.
 - vii. Pay tuition and fees for the college courses. High school students interested in *CollegeNOW* Academy enrollment opportunities should contact their high school counselor for assistance with course selection according to the high school *CollegeNOW* Academy class schedule.
- c. **Early Admissions** – Odessa College will consider for early admission, high school students between the ages of 16-18 on the

basis of individual merit. Students must have permission of the school district and parents/legal guardians.

The Early Admissions program is similar to the *CollegeNOW* program in that both allow high school juniors and seniors who qualify to earn college credit while still in high school. Under the Early Admissions program a student can enroll for a course or courses for college credit, but the course or courses do not count for high school credit. It is permissible for a student to participate in both *CollegeNOW* and Early Admissions at the same time, but the two class maximum during any semester will apply.

Early Admissions students must provide the same materials as students in *CollegeNOW* and contact the OC Admissions Office at 432-335-6432 about testing requirements.

Tech-Prep Students

Students who come to Odessa College from recognized tech-prep programs should make a counselor aware of that status to insure proper credit and placement.

Selective Admissions Requirements for Selected Programs

Admission to OC does not automatically include admission to all programs at the college. The following programs have selective admissions criteria. If a student anticipates enrolling in one of these programs, he or she should check with a counselor or department representative about program admission requirements:

- Cosmetology
- Emergency Medical Services (second year)
- Fire Academy
- Nursing
- Physical Therapist Assistant
- Radiologic Technology

Odessa College Success Initiative Plan

A primary focus of Odessa College is to provide students with the opportunity to learn and be successful in reaching their educational goals. A significant part of providing these opportunities rests in activities to determine the college readiness of each person who enrolls for credit classes at OC. An individual who is not able to demonstrate college readiness in reading, writing, and/or mathematics will be directed to appropriate programs to bring those skills to the college readiness level through the college's Success Initiative Plan.

Odessa College's Success Initiative Plan has been developed in compliance with the requirements of the Texas Education Code, Sections 51.307, 51.3062 and 51.403(e). The official transcript of each student will clearly indicate the student's status for college readiness according to the Odessa College Success Initiative Plan.

All students enrolling at Odessa College on or after September 1, 2003, fall under the provisions of the Success Initiative Plan.

Success Initiative Standards

Prospective students may demonstrate college readiness by presenting official documentation of the approved exemption or passing scores on any of the approved tests. See the table on page 18 for "Exemptions/Deferments" for specific information. All new students who are not exempt must test. Odessa College administers the COMPASS and the THEA. Odessa College also accepts official scores from the ASSET and the ACCUPLACER placement tests.

Advising and Developmental Requirements

Students whose test scores do not demonstrate college readiness in an area will be advised by a college counselor or assigned advisor as to the appropriate developmental course sequence for each area where developmental work is indicated. Students will be provided with a course of study plan clearly showing all developmental work to be completed and standards that will be required to

demonstrate college readiness to allow students to advance to college-level course work.

Students must begin appropriate developmental work the first semester of enrollment. Those who do not make a passing score in any of the three areas will be advised to enroll for appropriate developmental course work in at least two of the three skill areas. Enrollment according to the student's developmental plan will be continuous by semester until college readiness is documented by their grades or test scores. Students who present test scores showing only one area of deficiency are required to enroll in appropriate coursework in that area the first semester of enrollment and continue until college readiness is documented by their grades or by placement (THEA, COMPASS, etc.) test scores.

Acquiring and Demonstrating College Readiness

Tables presented within the Success Initiative section or in individual subject areas of English, reading and math show the recommended placement in each subject area based on scores presented by the student. In all areas, students who are placed in developmental courses based on test scores are required to earn a grade of "C" or higher in each developmental course in order to progress to the next course in the sequence and eventually to the appropriate college level course.

When students with initial test scores above the state minimum deviation score have earned a grade of "C" or higher in all courses in a developmental course sequence, they will have satisfied requirements in the Odessa College Success Initiative Plan and will be eligible to enroll for college level courses in the related skill area.

Exemptions/Waivers

BASIS FOR EXEMPTION	REQUIREMENTS
<p>ACT Test Results <i>Scores are valid for 5 years from date of testing</i></p>	Composite score of 23 with a minimum of 19 on both the English and/or math tests shall be exempt from these corresponding sections
<p>SAT Test Results <i>Scores are valid for 5 years from date of testing</i></p>	Combined verbal and math score of 1070 or higher with a minimum of 500 on both the verbal and/or math test shall be exempt from these corresponding sections
<p>PSAT/NMSQT An 11th grade student is exempt from placement testing if achieving a</p>	Combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the critical reading and/or mathematics test relevant to the courses to be attempted.
<p>ACT PLAN An 11th grade student is exempt from placement testing if achieving a</p>	Composite score of 23 on the PLAN with a 19 or higher in mathematics <u>and</u> English
<p>TAKS Test Results <i>Scores are valid for 3 years from date of testing</i></p>	Minimum of 2200 in math and/or 2200 with a writing subscore of at least 3 in English/language arts (ELA)
College degree previously earned	Associate degree or higher
Transfer students from accredited private or out-of-state institution of higher education	Grades of "C" or higher in equivalent English, math or reading courses will be evaluated and will normally be used to document readiness
Previous course work at another Texas institution of higher education institution to document readiness	Grades of "C" or higher in equivalent English, math or reading readiness courses or college level courses
Level 1 Certificate students	Technical programs with 42 or fewer semester credit hours
Previous military service	Students who on or after August 1, 1990, were honorably discharged, retired or released from active duty as a member of the armed forces of the U.S. or Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

BASIS FOR WAIVER	REQUIREMENTS
Current military service	Students who are serving on active duty as a member of the armed forces of the United States, Texas National Guard or reserve component of the armed forces of the U.S. and have been serving for at least three years preceding enrollment.
Students not seeking a degree or certificate – testing deferred	Students wishing to enroll in classes for personal enrichment. Those classes must not be of the nature to require college level skills in reading, writing or math. Maximum of 18 hours, cumulative.
New students choosing to take only developmental coursework	Allowed to enroll first semester without testing. Testing required before student is permitted to enroll for college level coursework.

Departmental Placement & Success Requirements

English/Writing

TEST	SCORE	COURSE
THEA	Below 220 220 or higher or 6 on Written Essay	ENGL 0370 ENGL 1301
COMPASS	Essay 4 or below Essay 5 with Writing Skills 59 Essay 6	ENGL 0370 ENGL 1301 ENGL 1301
ACCUPLACER	Below 80 80 or higher; 6 on Written Essay	ENGL 0370 ENGL 1301
ASSET	39 or below Writing Skills and 5 or lower Essay 39 or below Writing Skills and 6 or higher Essay 40 or higher Writing Skills OR 6 or higher Essay	ENGL 0370 ENGL 1301 ENGL 1301

Students who earn a grade of "D" or "F" in ENGL 0370 may enroll for the same course or may enroll in ENGL 0171 before reattempting ENGL 0370. Students must earn "C" or better in ENGL 0370 or pass a state-approved exam to progress to ENGL 1301. Any exceptions are at the discretion of the department chair

Reading

TEST	SCORE	COURSE
THEA	200 or below 201-229 220-229	READ 0371 and 0372, 6 hours required READ 0372, 3 hours required May enroll concurrently in READ 0372 and a course identified as reading intensive** College Ready*
	230 or above	College Ready*
COMPASS	0-64 65-80 78-80	READ 0371 and 0372, 6 hours required READ 0372, 3 hours required May enroll concurrently in READ 0372 and a course identified as reading intensive** College Ready*
	81 or above	College Ready*
ACCUPLACER	0-61 62-77	READ 0371 and 0372, 6 hours required READ 0372, 3 hours required
	78 or above	College Ready*
ASSET	0-35	READ 0371 and 0372, 6 hours required
	36-40	READ 0372, 3 hours required
	41 or above	College Ready*

While officially passing, scores between 230 and 250 on THEA or between 81 and 90 on COMPASS indicate a reading level equivalent to 10-12 grade. Most college textbooks require level between grades 13 and 17.

** Reading Intensive Courses: HIST 1301, 1302; GOVT 2305, 2306

Mathematics

TEST	SCORE	COURSE
THEA	0-150 with a failing score in Writing or Reading	MATH 0370, 0371, 0372, 0375 – 12 hours required
	151-209	MATH 0371, 0372, 0375 – 9 hours required
	210-239	MATH 0372, 0375 – 6 hours required
	240-269	MATH 0375 – 3 hours required
	270 or above	College Ready
COMPASS	0-19 Pre-Algebra with a failing score in Writing or Reading	MATH 0370, 0371, 0372, 0375 – 12 hours required
	1-38 Pre-Algebra	MATH 0371, 0372, 0375 – 9 hours required
	39-100 Pre-Algebra and/or 1-45 Algebra	MATH 0372, 0375 – 6 hours required
	46-59 Algebra	MATH 0375 – 3 hours required
	60 or higher Algebra	College Ready
ACCUPLACER	Elementary Algebra less than 63...Remediation required. See advisor for specific course placement.	
ASSET	Elementary Algebra score 0-24	MATH 0371
	Elementary Algebra score 25-37	MATH 0372
	Elementary Algebra score 38 or higher	MATH 0375
	Intermediate Algebra score 23-33	MATH 0372
	Intermediate Algebra score 34-44	MATH 0375
	Intermediate Algebra score 45 or higher	College Ready
	College Algebra score 39 or below	MATH 0375
College Algebra score 40 or higher	College Ready	

Developmental Course Progression

Students who have completed their required developmental sequence with grades of “C” or higher in a subject area may enroll in the appropriate college level course and they will have satisfied the TSI requirement for the subject area.

Evaluation of Developmental Coursework From Other Institutions

Odessa College will apply the same standards for coursework transferred to OC as it applies to its resident coursework in terms of meeting the standards of the Success Initiative Plan. Transfer grades in developmental courses that are lower than the grade of “C” will not be sufficient for the student to advance to the next course in the sequence or to the first college level course. The only exception will be for official designation on a transcript or other official documentation materials that the student has successfully met the Success Initiative standards of the sending institution.

Dropping Developmental Classes

Students enrolled in developmental classes for compliance with Odessa College’s Success Initiative Plan and state law are expected to remain active in those classes so long as they are active in other classes. Should circumstances arise that make it critical for students to drop a developmental class while continuing with other classes, they will be allowed to do so, but only with the signature of their developmental teacher on the registrar’s drop form. Students dropping a developmental class will also be required to sign a document provided by their instructor attesting that they fully understand the potential outcomes of the decision to drop.

Waiver of Developmental Course Requirements

A student enrolled for interim sessions or for summer school may elect to temporarily waive developmental requirements so long as the student does not enroll for a course or courses that require skills for areas in which the student has not met Success Initiative requirements.

When individual student circumstances warrant a temporary waiver, the vice president for instruction or designee may grant appropriate waivers to the college’s policy of continuous enrollment in developmental course work. The individual approving the exception will document that exception on the student’s developmental degree plan.

In the case where a student changes goals and pursues an approved Level I certificate, the student’s developmental requirements will be waived as long as the student follows the certificate plan.

College Readiness and Degree Completion

A student must demonstrate college readiness by meeting Success Initiative standards in all three of the skill areas to be eligible to receive an advanced skills (Level II) certificate or associate degree from Odessa College.

Residence Status for Tuition Purposes

Assessment of tuition and fees for students is based on the residency classification of the student. At Odessa College, a student’s residency status for tuition purposes will fall in one of four categories.

- 1) **In-district resident:** Students who are 18 years or older must be residents of the state of Texas for 12 months immediately prior to their enrollment, including the immediately preceding six months as residents in Ector County. In the case of students younger than 18, their parents or legal guardian must meet the above criteria.
- 2) **Out-of-district resident:** Students 18 years and older who have not lived within Ector County six months immediately prior to registration, but who have been a resident of Texas at least 12 months immediately prior to registration, are considered to be out-of-district students. In the case of students younger than 18, their parents or legal guardian must meet the above criteria.

- 3) **Out-of-state resident:** United States citizens who are 18 years of age or older and who have not lived in Texas for at least 12 months immediately prior to registration are considered out-of-state residents. When students are younger than 18, their parent or legal guardian's residence for the prior 12 months determines whether they are out-of-state residents.
- 4) **Foreign students:** Foreign students are considered out-of-state residents.

Residence Requirements for Tuition Purposes

Students with 150 or more semester hours of college courses from Texas public institutions of higher education may be subject to out-of-state tuition rates.

The determination of a student's legal residence for purposes of establishing the appropriate tuition rates is made at OC according to guidelines pursuant to Title II, Texas Education Code and Rules and Regulations for determining residence status as established by the Texas Higher Education Coordinating Board.

Copies of these guidelines are available for inspection in the Registrar's or Admissions Office. Questions or disputes regarding interpretation of these guidelines should be directed to the Registrar's Office.

Residency Classification: Student Responsibility

Students are responsible for registering under the proper residence classification. If there is any question regarding their right to classification as a resident of Texas for tuition purposes, students should inquire at the Office of the Registrar.

Students classified as non-residents for tuition purposes will remain in that classification as long as they attend OC or until they petition for and receive approval for a change of status. Students who have been classified as non-residents or out-of-district residents may petition for a change in their residency status in the first 12 days of a long semester or the first four days of a summer session.

The right to petition for a change of residency status does not guarantee that a change will be approved. Students must meet the criteria set by the state concerning the burden of proof for residency and domicile, in order to be eligible for reclassification. Please contact the Office of the Registrar by phone at (432) 335-6404 or in the Student Union Building, Room 202 for further information.

Students classified as residents but who become non-residents or out-of-district residents at any time by virtue of a change of a legal residency by their own action or by the person controlling their domicile are required to notify the Office of the Registrar. Students who submit a change of address that changes their status from resident to non-resident or out-of-district resident will be automatically reclassified by the Office of the Registrar.

Important Student Information Concerning Tuition

In recent years, the state legislature of Texas has implemented various legislation designed to provide financial incentives that encourage students to progress through their degree programs in a timely manner.

Texas Education Code, §54.068, permits institutions of higher education to charge a higher rate of tuition to resident undergraduate students with repeated or excess hours. This higher rate is not to exceed the rate charged to nonresident undergraduate students.

Course Drop Limitations

This bill provides that, except for several specific instances of good cause, undergraduate students enrolling as first-time freshmen at a public institution of higher education in fall 2007 or later will be limited to a total of six dropped courses during their entire undergraduate career while attending any public institution in Texas.

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than SIX courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring

2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student was enrolled in for credit, but did not complete, is counted toward the six-course limit if:

- 1) the student was able to drop the course without receiving a grade or incurring an academic penalty;
- 2) the student's transcript indicates or will indicate that the student was enrolled in the course; and
- 3) the student is not dropping the course in order to withdraw from the institution.

The following exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. Contact the Office of the Registrar for more information before you drop a course.

- 1) a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
- 2) the student's responsibility for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete a course;
- 3) the death of a person who:
 - a. is considered to be a member of the student's family under a rule adopted under this subsection for purposes of this subdivision; or
 - b. is otherwise considered to have a sufficiently close relationship to the student under a rule adopted under this subsection that the person's death is considered to be a showing of good cause; or
- 4) the active duty service as a member of the Texas National Guard or the armed forces of the United States of:
 - a. the student; or
 - b. a person who is considered to be a

member of the student's family under a rule adopted under this subsection for purposes of this subdivision.

Policies and procedures for implementation of this statute are being developed and will be published as soon as they are available.

Excess Credit Hours

Students who are Texas residents and enrolled in any public institution of higher education prior to Fall 1999 are exempt from the rules governing excess credit hours.

Students who are Texas residents and enrolled in any public institution of higher education for the first time Fall 1999 or later are subject to the following legislative requirements:

- Effective with students initially enrolling in the fall 1999 semester and subsequent terms, hours, including dual credit hours, attempted* by a resident undergraduate student that exceed more than 45 hours beyond the minimum number of hours required for their baccalaureate degree requirements at a Texas public senior college or university may be charged additional tuition, up to the level of that institution's nonresident charges.
- Effective with students initially enrolling in the fall 2006 semester and subsequent terms, hours, including dual credit hours, attempted* by a resident undergraduate student that exceed more than 30 hours beyond the minimum number of hours required for their baccalaureate degree requirements at a Texas public senior college or university may be charged additional tuition, up to the level of that institution's nonresident charges.

Students who have not selected a major are considered, by state law, to have a degree requirement of 120 hours.

For purposes of excess hours, resident undergraduate student includes a nonresident student who is permitted to pay resident tuition.

*Attempted hours are defined as course hours that the student is enrolled in after the census day of the semester (12th day of the semester for fall and

spring, 4th day of the semester for each summer session).

The following types of hours are exempt and are not subject to the limitation on formula funding set out in §13.103 of this title (relating to Limitation on Formula Funding for Excess Hours):

- 1) hours earned by the student before receiving a bachelor's degree that has been previously awarded to the student;
- 2) hours earned through examination or similar method without registering for a course;
- 3) hours from remedial and developmental courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree at the institution if the course work is within the 27-hour limit at two-year colleges and the 18-hour limit at general academic institutions;
- 4) hours earned by the student at a private institution or an out-of-state institution; and
- 5) hours not eligible for formula funding.

Developmental Courses

Students may be charged a higher rate of tuition, not to exceed the rate charged to nonresident undergraduate students, for remedial and developmental courses for which a student has exceeded 18 hours of remedial and developmental courses in a general academic teaching institution, or 27 hours of remedial and developmental courses in a public community college, public technical college, or public state college.

Repeated Courses

Students may be charged a higher rate of tuition, not to exceed the rate charged to nonresident undergraduate students, for any hours for a course that is the same (or substantially similar to a course) that the student previously attempted for two or more times at the same institution.

The following types of hours are exempt and are not subject to the limitation on formula funding set out in §13.105 of this title (relating to Limitation on Formula Funding for Repeated Hours for Attempted Course).

- 1) hours for remedial and development courses, if the course work is within the 27-hour limit at two-year colleges and the 18-hour limit at general academic institutions;
- 2) hours for special topics and seminar courses;
- 3) hours for courses that involve different or more advanced content each time they are taken, including but not limited to, individual music lessons, Workforce Education Courses, manual Special Topics courses (when the topic changes), theater practicum, music performance, ensembles, certain physical education and kinesiology courses, and studio art;
- 4) hours for independent study courses; and
- 5) hours for continuing education courses that must be repeated to retain professional certification.

Special Programs and Requirements

Health and Wellness for Students

Maintaining a healthy state of mind and body is important to student success in college. Even though Odessa College does not operate a student health clinic on campus, college services are available to provide referral options to a variety of local health care and other service facilities.

Students should contact the OC Help Center at 432-335-6433 for assistance in locating needed services.

Important Information About Bacterial Meningitis

Important information for all first time students starting Spring 2012.

Beginning January 2012, all first time students under age of 30 attending Odessa College will be required to have the bacterial meningitis vaccination at least 10 days prior to the first day of the semester – January 17, 2012. Students will not be able to register until proof of vaccination is on file.

Further details of required documentation for vaccination proof will be available after October 2011. Please check our Website on a regular basis for any updates or changes at www.odessa.edu. If you have any questions, please email the Admissions Office at admission@odessa.edu or call 432.335.6432.

All public colleges and universities in Texas are required by action of the 77th Texas Legislature to notify all new students about bacterial meningitis and the potential health risks from that disease. The following information is provided for all students in compliance with the legislation.

Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord.

Bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

Due to increased risk for students living in close proximity and as required by the 81st Texas Legislature, all new students moving into on-campus housing facilities in the State of Texas must be vaccinated at least 10 days prior to moving into the residence hall or apartment unit.

What are the symptoms?

- High fever
- Severe headache
- Rash or purple patches on skin
- Vomiting
- Light sensitivity
- Stiff neck
- Confusion and sleepiness
- Nausea
- Lethargy
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

Increased numbers of symptoms mean higher risk, so when these symptoms appear seek immediate medical attention.

How is bacterial meningitis diagnosed?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal

fluid and blood tests.

- Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the disease transmitted?

- The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How do you increase your risk of getting meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the possible consequences of the disease?

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

Can the disease be treated?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
 - Those living in close quarters
 - College students 25 years old or younger
- Vaccinations are effective against four of the five most common bacterial types that cause 70 percent of the disease in the U.S. (but do not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe – most common side effects are redness and minor pain at the injection site for up to two days.

How do you find out more information?

- Contact your own health care provider.
- Contact the Ector County Health Department at 432-498-4141.
- Contact Web sites:
www.cdc.gov/ncidod/dbmd/diseaseinfo;
www.acha.org

Immunizations

Students enrolled in health-related higher education courses that involve direct patient contact with potential exposure to blood or bodily fluids in educational, medical, or dental care facilities must comply with state mandated immunization requirements. These requirements are found in Title 25, Chapter 97, Subchapter B of the Texas Administrative Code, amended May 25, 2010.

Students must have the following vaccinations before they can engage in direct patient care activities:

- 1) Tetanus-diphtheria – One dose of tetanus-diphtheria toxoid (Td) is required within the last 10 years. The booster may be in the form of a tetanus-diphtheria-pertussis containing vaccine (Tdap).
- 2) Measles, Mumps, and Rubella Vaccines – A student born on or after January 1, 1957, must show acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968 (preferably MMR vaccine).
- 3) Students born on or after January 1, 1957, must show acceptable evidence of vaccination of one dose of mumps vaccine, usually the MMR vaccine.
- 4) Students must show acceptable evidence of one dose of rubella vaccine, usually the MMR vaccine.
- 5) Hepatitis B Vaccine – Students are required to receive a complete series of hepatitis B vaccine prior to the start of direct patient care or show serological confirmation of immunity to hepatitis B virus.
- 6) Varicella Vaccine – Students are required to have received one dose of varicella (chickenpox) vaccine on or after the student's first birthday, or if the first dose was administered on or after the student's thirteenth birthday, two doses of varicella vaccine are required. A written statement from a parent (or legal guardian or managing conservator), school nurse, or physician attesting to a positive history of chicken pox disease, or of varicella immunity, is acceptable in lieu of a vaccine record. The form for documentation is available from the department chair for the area of study the student is pursuing.

Serologic confirmations of immunity (laboratory blood testing) to measles, rubella, mumps, hepatitis A, hepatitis B, or varicella, constitute acceptable documentation for the immunization requirements.

Documentation must consist of a valid laboratory report.

A student may be provisionally enrolled in health-related courses if the student has received at least one dose of each of the specified vaccines prior to enrollment and does not participate in direct patient care activities. The student must complete the required vaccines on schedule in accordance with the Centers for Disease Control and Prevention's Recommended Adult Immunization Schedule as approved by the Advisory Committee on Immunization Practices (ACIP), American College of Obstetricians and Gynecologists (ACOG), the American Academy of Family Physicians (AAFP), and the American College of Physicians. Students not completing the vaccine requirements on schedule are subject to dismissal from the health occupations program at Odessa College.

Registration Process

Credit Classes

Odessa College allows students to register in person or on the Web using WebAdvisor during scheduled registration events (see the Schedule of Credit Classes for the calendar). Students new to OC must complete the admissions process (see Index for admissions information pages) before they are allowed to register for classes.

Students who are enrolled for credit classes at OC may continue to enroll from one semester to the next as long as they remain in good scholastic standing and have no outstanding debts to the college. Students who return to OC after one or more semesters of non-enrollment in credit classes must verify the accuracy of their contact information, reaffirm residency status for tuition purposes, and supply appropriate transcripts if the student has attended any other college or university since last attending OC.

Academic Advising and Scholastic Planning

Academic advising is an important part of the registration process that takes place in advance of actual registration. Each student has a reason for attending Odessa College and should plan his or her course of study accordingly. Counselors, faculty and

other campus advisors are available to assist students in academic planning, and academic advising is a required component of each registration process.

Normally the department chairperson from the student's major area will serve as the advisor. Students who are majoring in a pre-professional area will be assigned to an advisor who specializes in advising students in that particular field. Students who are general academic majors will be assigned an advisor. In addition to helping students plan class schedules and take courses needed for degree completion or transfer preparation, advisors can provide insight, encouragement and referral services for students to make good decisions and to fulfill their individual educational goals.

Registration

The college designates specific dates and times for registration for upcoming semester or summer sessions. Exact dates and times for each registration event are published in the Schedule of Credit Classes for each semester, which is available online at www.odessa.edu. Students are strongly encouraged to utilize the Web-based registration.

New students (first time in college or transfer students) and returning students who have not enrolled in credit classes at OC within the last calendar year should complete the application or reapplication process before registering for classes. Special information sessions for new students are held regularly. For more information call the OC Help Center at 432-335-6433.

In most cases, students who are enrolled at OC or who have been enrolled within the past calendar year are automatically eligible to participate in registration activities online through Web Advisor. **All fees due for registration must be paid in full at the time designated for each semester in the class schedule.**

Late Registration

By state law, there is a deadline for registering for college classes. The last day to register for a particular semester usually occurs within a few days of the beginning of that semester.

To determine the specific information about the last day to register for college classes, consult the college's Schedule of Credit Classes Bulletin for the appropriate semester.

Although strongly encouraged to register as early as possible, students may still register for credit classes for a limited period of time after the semester begins. Students who register after classes have begun face the increased risk of being unsuccessful in the course. Students bear the responsibility for making up any work missed prior to their first attendance. The college reserves the right to limit the class load for students who register late. A late registration fee is charged. Registration dates are published in the Schedule of Credit Classes Bulletin.

Add/Drop

To determine the specific information about the last day to register for college classes, consult the college's Schedule of Credit Classes Bulletin for the appropriate semester. Students who have been cleared to register on the Web may change their schedules using the Web system, although no student may drop a developmental course on the Web. Students wishing to drop a developmental course must see their developmental instructor, who is authorized to make changes to students' developmental course placement. Students may not completely withdraw from all semester courses by use of the Web.

A schedule change fee of \$25 will be charged for all changes, except those initiated by the college or those processed by the student on the Web.

Extension and Other Off-Campus Registration

Students who attend classes at extension centers are strongly encouraged to register using the Web system after consulting with their advisor.

Students in certain allied health fields will be registered by their advisors. These students must consult their advisor for authorization to register on the Web and/or to request to be registered for the appropriate courses.

Student Success Course

College Preparation courses are designed to assist students as they gain the knowledge necessary to function effectively in a college environment. To improve student success, the courses will teach basic academic skills and provide information about available campus resources. Students will be encouraged to develop more definite career plans and a plan to fit their educational goals. Students will also have a contact point with an Odessa College professional (the course instructor) during the most critical weeks of their college career.

COLL 0171 Strategies for Success is designed to ensure that all non-concurrent college students who are taking at least three credit hours but have not yet accumulated 12 credit hours develop the basic educational skills necessary for college success. Students must enroll in and successfully complete (C or better) COLL 0171 or must re-enroll in the course the following semester. Students who are TSI (Texas Success Initiative, 2003) liable in two or more of the three developmental areas – reading, writing and math – may not enroll in a web course, but must take the course face-to-face. One hour courses are offered during spring, summer and fall semesters. COLL 0171 does not satisfy requirements for any degree plan at Odessa College but is an institutional requirement.

Workforce and Continuing Education – Non-Credit Registration

Registration and payment of tuition is required prior to the beginning of each course. Students are encouraged to sign up early for a class, since some classes fill up quickly or have limited space available. To register contact the Continuing Education Office in person, by phone, Internet or fax (using a major credit card) or by mail. For contact information, visit www.odessa.edu. The Continuing Education Office is located in the south wing of Deaderick Hall.

Audit of Credit Classes

Students who want to register for a regular credit class on an audit basis must adhere to the following regulations:

- 1) A student may not register for an audit until after the first class day.
- 2) Audit permission must be obtained from the appropriate department chair and the Registrar's Office.
- 3) There must be seats available before an auditing student will be permitted to enter a particular class.
- 4) Auditing students are not required to meet course prerequisites listed in the catalog.
- 5) Students auditing a course may not under any circumstances claim credit for the course.
- 6) A student registering for a course may not change from audit to credit or from credit to audit after the 12th class day during a long semester or fourth class day during a summer term. Requests for status change must be made in the Registrar's Office.
- 7) Charges for auditing a course are the same as for regular registration.

Identification Cards

Odessa College requires photo identification cards for all on-campus, credit-hour students. ID cards are used for admission to Student Activities events, athletic events, fine arts presentations, library privileges, obtaining copies of transcripts and student schedules.

Full information regarding ID cards can be obtained from the Cashier's Office or the Wrangler Express in the Student Union Building.

Parking on Campus

A permit is required for each vehicle (including motorcycles and mopeds) parked on campus. The parking permit is issued by the Cashier's Office or the Wrangler Express when students pay their tuition and fees. Students also may purchase an additional permit at the Cashier's Office or the Wrangler Express during registration or at other times of the year during regular office hours. A copy of parking regulations is available at the Cashier's Office, the Wrangler Express or from the Campus Police Office.

Continuing education students will be provided a courtesy parking sticker when they register for non-credit classes.

Vehicles parked on campus without a permit displayed will be ticketed. Failure to pay fines assessed by tickets will result in holds placed on registration and transcripts.

Student Records

Accuracy of Student Records

It is the responsibility of each student to keep his or her record accurate and up-to-date. Changes in name, social security number, address, telephone number, etc., must be submitted to the Office of the Registrar. These submissions may be made in writing or on the Web using the link on the Registrar's page at www.odessa.edu. The Office of the Registrar may require supporting documentation for these changes.

Family Educational Rights and Privacy Act (FERPA) and Educational Record Inspection and Amendments

Odessa College complies fully with the Family Educational Rights and Privacy Act. FERPA affords students certain rights with respect to their education records, such as:

- 1) The right to inspect and review the student's education records within 45 days from the day the registrar receives a written request for access. The written request should identify the specific record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place for records to be inspected. If the Registrar's Office does not maintain the records, the student will be advised of the correct official to whom the request should be addressed. If the student requests copies of his/her records, appropriate copies will be made at a cost to the student of \$0.15 per page. Letters waiving students right to review will be excluded.
- 2) The right to request an amendment of the

student's education record that the student believes is inaccurate or misleading. The request must be made in writing, identifying the record he/she wants changed, and specifying why it is inaccurate or misleading. The registrar, in consultation with the appropriate official, will examine the request and make a decision with regard to the request for amendment. If approved, the amendment will be made and the student notified. If the amendment is denied, the student will be notified of the decision and advised of his/her right to a hearing. Information regarding hearing procedures will be provided to the student at that time. If the student requests a hearing, the registrar will arrange the time and place and the student will be notified. The officials involved in the hearing process include the registrar, vice president for instruction, vice president for student services and the instructional dean over the division affected by the request. The vice president for instruction and the vice president for student services serve as the presiding officials. The decision of the presiding officials is final. Any objections to this decision by the student, instructional dean or registrar will be documented in the minutes of the hearing. Changes of grades are an exception and the current grade change policy, published in this catalog, is not affected by a student's right to request an amendment to his or her educational records.

- 3) The right to restrict disclosures of personally identifiable information (a.k.a. directory information) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or another school official in performing his or her tasks. A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. The

second exception permits disclosure of personally identifiable information to governing agencies to which the college must report. The Texas Higher Education Coordinating Board (THECB) collects both directory and non-directory information (including social security numbers) regarding students enrolled at Odessa College. Any student who objects to the disclosure of directory information may do so by completing the appropriate form in the Registrar's Office, second floor of the Student Union Building. That form is available on the Registrar's Office Web page at www.odessa.edu/dept/registrar/. The registrar will relay the objection to the Texas Higher Education Coordinating Board (THECB), who will restrict disclosure of student information to third parties.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Directory Information

Odessa College classifies the following student data as directory information: name, address, telephone number, e-mail address, field of study, enrollment status, degrees, certificates and other awards received, type of award(s) received, dates of attendance, student classification, and name of most recent previous educational institution attended. Other information cannot be released without signed authorization from the student. The Texas Higher Education Coordinating Board (THECB) collects directory and non-directory information. A student may elect to restrict the disclosure of directory information by completing the appropriate form in the Office of the Registrar. Contact the Office of the Registrar for additional information regarding the Family Educational Rights and Privacy Act (FERPA).