

Important Information

Student Success Center – The Student Success Center (SSC) is a valuable resource to Odessa College students needing academic tutoring, study skills training, assistance with Web-based courses, and many other services which promote and enhance the learning process. All services of the Center are free to OC students.

432-335-6878

www.odessa.edu/dept/ssc

Entrance located on the north side of the Learning Resource Center.

Student Success Center Hours

FALL 2010

Monday-Thursday:

8 am-9:30 pm

Friday: 8 am-5 pm

Saturday: 9 am-noon

Sunday: 2-5 pm

MIDWINTER

Dec. 28-31

10 am-noon

The SSC offers:

- Personal tutors – Tutoring in various academic areas including developmental coursework, conducted preferably by appointment. Walk-ins are always welcome.
- SMARTHINKING online tutoring via the OC Portal – www.odessa.edu/portal.htm – call 335-6878 for more information
- Individual and small group study rooms
- THEA/ COMPASS preparation and assessment review
- Access to computers and printers
- Rosetta Stone language software
- Project Transition in Education (TIE)
- Study skills assistance

Writing Assistance

The SSC offers one-on-one help to students with any aspect of their writing. Tutors are available to help at any stage of the writing process with such things as choosing a topic; creating a thesis statement; developing and organizing ideas; revision; editing; and citing sources. SMARTHINKING online tutoring also has writing tutors and a writing center.

Workshops/ Trainings

SSC workshops are available all year to help students develop skills in a variety of areas to promote success and general well-being in college. Topics include but are not limited to the following:

- Student email
- Test Anxiety
- Time Management
- Critical Thinking
- Basic Skills Training
- Blackboard 101

Wrangler Express Center – The Wrangler Express Center is your one stop shop during your visit to Odessa College and it's our expectation that you have a great experience while you are here. The center provides OC-related information in an accurate and efficient manner to potential and current students as well as the general public. Here's how we can help you ...

- Applying to Odessa College
- Registering for courses
- Picking up/dropping off important forms or documents
- Adding/dropping courses
- Applying for financial aid
- Checking status of financial aid
- Checking the balance on your account
- Making payments to an account
- Picking up unofficial transcripts
- Obtaining information on testing
- Obtaining general information about Odessa College

The Wrangler Express Center offers these services and much more.

432-335-6849

www.odessa.edu/wrangler_express

Located on the first floor of the Student Union Bldg.

Wrangler Express Hours

New SUMMER 2010

Monday-Thursday: 7:30 am-7 pm

Friday: 8 am-5 pm

Closed Saturdays

(Beginning Aug. 7, Wrangler Express will reopen on Saturdays from 9 am-noon)

FALL 2010

Monday-Thursday: 7:30 am-7 pm

Fri: 7:30 am-5 pm; Sat: 9 am-noon

432-335-6640

www.odessa.edu/dept/library/

Learning Resources Center Hours

FALL 2010 & SPRING 2011

Monday-Thursday:

7:30 am-9:30 pm

Friday: 7:30 am-1 pm

Closed Saturdays

Most Sundays: 2-5 pm

Maymester, Summer, and Midwinter hours vary

Learning Resources Center (Library) – The LRC is a perfect place to work on homework or just to relax. Many of the library's resources listed below are available online for after-hours use or for students who can't come to the main campus:

- 115,000 print books, electronic books, videos, CDs
- Thousands of magazines, newspapers, and scholarly journals
- Specialized online databases (Google-like search engines) that are not available free on the Internet
- Trained staff to answer "Where do I find...?" questions
- Classroom and online tutorials for research- and library-related subjects
- Select textbooks "on reserve" for short-term use
- Online research guides for specific subject areas (history, microbiology, etc.) that make research easier and faster
- Group study rooms and computers for word processing

Because conducting research can be difficult, specially trained reference librarians are always eager to help students, either in person or via the "Ask a Librarian" service located on the LRC's Web page. Any and all questions are welcome!

Important Information

Student Email

Odessa College provides student email accounts to all registered students at no charge. All students must use their OC email account to communicate between OC faculty, staff and students. All online students must contact their instructor by email using their OC student email account prior to the first day of class. To access your OC student email go here: <http://www.odessa.edu/gmail/>.

Adult Basic Education

Odessa College offers basic education classes for out-of-school adults 17 years of age or older who have not completed high school. Classes range from instruction to teach adults to read and write to classes that prepare adults to successfully complete the GED (General Education Development) test.

English for Speakers of Other Languages also is offered for out-of-school adults 17 years of age or older.

Call 432-335-6380 for more information about eligibility requirements, schedules and locations of classes.

Changes in Schedule

Class schedules, classroom locations and instructor assignments are tentative and subject to change. In adopting course numbers, titles and descriptions from The Workforce Education Course Manual as instituted by the Texas Higher Education Coordinating Board, some course numbers, titles and descriptions may change after this bulletin is published. Records of such changes are available in the OC Help Center and the Office of the Vice President for Instruction.

Other Academic Regulations

For regulations covering withdrawal from the college, dropping courses, grades, degree plans, degree requirements, etc., see the Odessa College Bulletin – Catalog of Courses.

6-Drop Rule (S.B. 1231)

In 2007, the Texas Legislature passed a law (S.B. 1231) which prohibits students enrolling for the first time as a freshman during the fall 2007 academic term, or any term thereafter, from dropping more than a total of six courses in their entire undergraduate career. This total includes any course a transfer student has dropped at another 2-year or 4-year Texas public college or university.

Courses that will not count toward the 6-drop rule:

- Courses taken as a College NOW (dual credit) high school student.

- Developmental courses.
- Courses that the student was enrolled in when he/she completely withdrew from all courses in a given semester.
- Courses dropped prior to the census date (See Schedule of Classes).
- Courses for which the student receives an administrative withdrawal by the academic dean.

Certain exceptions may be made to the limit if the student can show good cause for dropping more than that number. Exceptions include, but are not limited to:

- a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
- the student's responsibility for the care of a sick, injured or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
- the death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause;
- the active duty service, as a member of the Texas National Guard or the armed forces of the United States, of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause; and
- the change of the student's work schedule that is beyond the control of the student and that affects the student's ability to satisfactorily complete the course.

Students requesting an exemption must complete the 6-Drop Exemption Request Form and submit it to the Office of the Registrar along with supporting documentation. The Exemption Request Form is available in the Registrar's Office or online at www.odessa.edu on the registrar's Web page; please call (432) 335-6404 if you need assistance.

Awarding of grades once the 6-Drop Limit has been reached

Once Odessa College determines that a student has accrued a total of 6 drops on courses attended at any Texas public colleges and universities, including OC, it will not allow that student to drop any additional course. Once enrolled for a course, these students with 6 drops can only be awarded an A, B, C, D, or F grade by their instructor. Students may view their current status of drops by accessing their records on Web Advisor.

Appeals Process

Any student, who wants to appeal the initial decision to deny an exemption to the 6-drop limit for dropping a course, may appeal to the Vice President for Student Services. Such appeals must be submitted in writing before the final grades for the course are posted by the instructor.