

Oklahoma City Community College

Dear Student:

You are encouraged to read this email and save a copy. As a current OCCC student the College is providing you with the following information under the requirements of the Student Right-to-Know Act (Public Law 101-542) and the Campus Security Act. The information provided here will give you sufficient knowledge to understand each topic and will help you determine if you want to obtain paper copies of relevant documents providing more details.

Financial Aid Information

Information about student financial assistance programs available at Oklahoma City Community College is available from the Financial Aid Office (405) 682-7525 and the Recruitment and Admissions Office (405) 682-6222. Both offices are located on the first floor of the Main Building. Information about student financial assistance programs is available in the College Catalog and College Student Handbook. Both of these publications are also available online from the College Homepage at <http://www.occc.edu/> click on publications to access these documents and other College publications. The Financial Aid Office provides a variety of Fact Sheets available from Financial Aid which address specific topics to help you understand all financial aid application processes, costs of attendance, definitions, and student rights and responsibilities as a recipient of financial assistance. Veterans who are seeking to use their Veterans Educational Benefits should visit the Veterans Services Office co-located with the Financial Aid Office (405) 682-7694. You may visit the Financial Aid and Veterans Services offices online at www.occc.edu/financialaid Visit the Financial Aid office to obtain a copy of Funding Your Education or view it online at www.studentaid.ed.gov . Visit or call the Financial Aid or Veterans Services Office to obtain paper copies of all relevant financial assistance information. All students are strongly encouraged to complete the Free Application for Federal Student Aid on an annual basis to access educational assistance for which you may qualify.

Accreditation

Oklahoma City Community College is accredited by the Higher Learning Commission, a Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, located at 30 North La Salle Street, Suite 2400, Chicago, Illinois, 60602-2504, (800) 621-7440, <http://www.ncahlc.org>

The College is a member of the American Association of Community Colleges and is recognized by the federal government to offer education under the veterans and social security laws.

Oklahoma City Community College is authorized by the Oklahoma State Regents for Higher Education to offer certificate, associate in arts, associate in science and associate in applied science programs. The Oklahoma State Regents for Higher Education is located at 655 Research Parkway, Suite 200, Oklahoma City, Oklahoma 73104-3603, Telephone (405) 225-9100.

Consult pages 10-12 of the 2007-2008 College Catalog for specific Associate in Applied Science programs, additional accreditations, and contact information. Consult pages 41-43 of the College Catalog for a complete listing of certificate and degree programs offered. Contact the Office of Institutional Effectiveness at (405) 682-7577 for information about accreditation and how a student may receive a copy of accreditation approvals. The College Catalog is online from the homepage at <http://www.occc.edu/> Click on publications to access the College Catalog and a variety of other College publications.

Educational Rights and Privacy

The educational rights and privacy of students of Oklahoma City Community College are governed by the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. The Act ensures students certain rights with regard to their education records. Students are ensured:

1. The right to inspect their education records. Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit their request in writing and identify as precisely as possible the record(s) they wish to inspect. The college will make arrangements for access to occur as promptly as possible but no later than 45 days from the date the request was received. Students will be notified of the time and place where their records may be inspected. A chart of the various student records, their campus location, and the assigned custodian is in the 2007-2008 College Catalog page 30.
2. The right to request an amendment to their education records if they believe the records to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Any student wanting to do so should write the appropriate records custodian, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College makes the decision not to amend the record as requested, the student will be notified in writing of that decision and advised of the right to a hearing regarding their request.
3. The right to consent to the release of personally identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent, i.e. directory information. Students may consent to

the release of information from their education records to a third party by providing written authorization to do so.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Oklahoma City Community 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, SW
Washington, D.C. 20202-5920

The educational rights and privacy procedure of Oklahoma City Community College is published in the institutional policies and procedures manual and is available upon request in the Office of the Dean of Admissions/Registrar.

Annual Security Report 2007

The Campus Security Act of 1990 and the Student Right-To-Know Act (PL 101-542) were signed into law by President Bush on November 8, 1990. This federal legislation requires colleges and universities to collect campus crime statistics on specific crimes occurring on college and university campuses. The due date of the first report was September 1, 1992, and a report on campus crime statistics is due each October 1st for reporting incidents occurring during the previous calendar year. This information is published and notifications are sent via email prior to October 1st each year. This email provides a web link for all current students and staff at Oklahoma City Community College to review the Annual Security Report in compliance with the 1990 Campus Security Act and the Student Right-To-Know Act (PL 101-542). Hard copies of the 2007 OCCC Annual Security Report are also available at the Department of Safety and Security (1K8) in the Main Building. You may access this report and associated campus security information and services at <http://www.occc.edu/security/right-to-know.pdf>

College Graduation and Transfer-Out Rates

Oklahoma City Community College makes available to any enrolled or prospective student its completion or graduation rate and the transfer-out rate for first time, fulltime, degree seeking students. This information is available upon request from the Office of the Dean of Admissions/Registrar, Main Building, first floor or call (405) 682-7584.

The graduation rate for Oklahoma City Community College is also available on the National Center for Educational Statistics website at <http://nces.ed.gov/ipeds/cool>

Learning About Your Drug, Alcohol, and Tobacco Free Campus

Oklahoma City Community College makes available to employees and to any enrolled or prospective student information regarding the potential health risks associated with the use or abuse of various categories of drugs, alcohol, and tobacco products in a brochure entitled, "Learning about Your Drug, Alcohol, and Tobacco Free Campus." This brochure also lists possible consequences of possession or use of these substances on College property or at College sponsored events. Copies of these brochures are made available to students at the Office of Recruiting and Admissions and to employees through an annual distribution within each department.

This information is also published in the Student Handbook under Section VI. Print copies of the Student Handbook can be found across campus, or students may access it electronically at <http://www.occc.edu/handbook.html>