





## READ AGREEMENTS & SIGN

---

Students are to read the following statement and then, sign below. Parents or legal guardians are to co-sign when the student is age 17 and younger when first-time entering. *All High School Concurrent Enrollment students must have parental signature.*

### **ADMISSIONS OFFICE:**

With my signature below, I understand that, on becoming a student at Northeastern Oklahoma A&M College, it is my responsibility to read the College Catalog and Student Handbook and to abide by all rules, regulations, and policies regarding conduct and other obligations of the college which have been made by properly constituted authorities. I understand if I am unable to attend classes it is my responsibility to drop my classes in writing by sending notification to the Admissions Office immediately. I also understand that I may drop any class without penalty during the Add/Drop Period (in the first 10 days for 16 week courses or the first 5 days for 8 week courses). If any class is dropped after the Add/Drop Period I understand that I will incur a transcript record and a financial liability. I understand that failure to list all colleges where I have been previously enrolled or falsification of this application or my academic records may result in my suspension for academic misconduct and lead to my withdrawal from NEO with complete forfeiture of fees. Further, I agree to supply the college with supporting documentation related to my application and to complete my credentials for full enrollment. Failure to submit all required credentials will result in my being denied enrollment for subsequent semester.

I also certify that I have received a copy of NEO's Drug & Alcohol Policy. I also understand that I am to read this policy, in its entirety, prior to my enrollment at NEO. Additional copies are available in the Admissions Office.

### **BUSINESS OFFICE:**

With my signature below, I agree to pay in full all charges that I may incur as a student at NEO, including, but not limited to: tuition, fees, room, board, books, fines and late charges, according to the policies of the State of Oklahoma and the college. Should any federal or state financial aid, scholarship, or waivers not completely cover my charges, I will assume full responsibility for these debts and agree to pay them in full from personal resources in a timely manner. – Past due balances may be turned over to collection agencies without prior notice and collection costs will be charged.

### **FINANCIAL AID OFFICE:**

With my signature below, I understand the NEO participates in federal programs which provide funds on the basis of financial need. Students classified as "non-degree seeking" are considered ineligible to receive federal assistance through the U.S. Department of Education and the following programs: Federal Pell Grant, Academic Competitiveness Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Work-Study Program, and Federal Stafford Loan Program. Additionally, students classified as non-degree seeking, auditors, or special students are not eligible for financial aid. Information pertaining to the application process, types of aid available and academic requirements may be obtained from the NEO Office of Financial Aid.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NEO A&M College is committed to compliance with the letter and the spirit of the requirements of the American with Disabilities Act (PL 101-336) and will continue its practice of non-discrimination against the disabled in education and their access to the facilities, programs and services of the College. For further information or to request accommodations for physical or learning disabilities, you may contact the ADA Coordinator in the Office of Student Affairs, Dyer Hall, first floor west, or call (918) 540-6326. NEO A&M College does not discriminate on the basis of race, color, national origin, sex/gender, age or qualified disability. This includes, but is not limited to admissions, employment, financial aid, and education services.

### **Northeastern Oklahoma A&M College**

Office of Admissions \* P.O. Box 3843 \* Miami, OK 74354 \* fax (918)540-6946 \* voice (918)540-6399

*Please read and complete all sections of this application, sign it and attach all credentials.*



**Certification of Compliance  
Hepatitis B, Measles, Mumps and Rubella (MMR)**

Oklahoma Statutes, Title 70 §3244, requires that all students who enroll as a full-time or part-time student in an Oklahoma public or private postsecondary institution provide documentation of vaccinations against hepatitis B, measles, mumps and rubella (MMR).

The statute requires that Institutions notify students of the vaccination requirements and provide students with educational information concerning hepatitis B, measles, mumps and rubella (MMR), including the risks and benefits of the vaccination.

The statute permits that when the vaccine is medically contraindicated and a licensed physician has signed a written statement to that effect, such student shall be exempt from the vaccination. Further, the statute permits a student or if the student is a minor, the student’s parent or other legal representative, to sign a written waiver stating that the administration of the vaccine conflicts with the student’s moral or religious tenets.

\_\_\_\_\_  
Student’s Name (please print)

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Term/Year of First Enrollment

I have been notified by Northeastern Oklahoma A&M College of the requirements that I must provide documentation of having received vaccinations against hepatitis B, measles, mumps and rubella (MMR), and I have received and reviewed the educational information provided by NEO A&M College concerning hepatitis B, measles, mumps and rubella (MMR), including the risks and benefits of the vaccination, and Further, I certify that: (Place a check in the applicable space, below.)

\_\_\_\_\_ I have been vaccinated and have provided documentation in support as required by Oklahoma Statute, Title 70 §3244, or

\_\_\_\_\_ I am exempt from the requirement and have attached a written statement from a licensed physician, which indicates that a vaccine is medically contraindicated, or

\_\_\_\_\_ The administration of the vaccine conflicts with my moral or religious tenets.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

When student is under 18 years of age, the following must be completed:

**As the parent or other legal representative, I certify that the student named above is a minor and that the administration of the vaccine conflicts with my moral or religious tenets.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Northeastern Oklahoma A&M College

## Exemptions to the Immunization Compliance Hepatitis B, Measles, Mumps and Rubella (MMR), Meningitis

***DUE TO OKLAHOMA STATUTES, TITLE 70 §3244, BEFORE A STUDENT WILL BE ALLOWED TO ENROLL, either the Exemptions to the Immunization Compliance form must be completed or, if you do not qualify for one of the listed exemptions, the Certification of Compliance form must be completed (and either show your immunization record or physician's statement or check the vaccine conflicts with your moral or religious doctrine).***

Oklahoma Statutes, Title 70 §3244, requires that all students who enroll as a full-time or part-time student in an Oklahoma public or private postsecondary institution provide documentation of vaccinations against hepatitis B, measles, mumps and rubella (MMR).

The statute requires that Institutions notify students of the vaccination requirements and provide students with educational information concerning hepatitis B, measles, mumps and rubella (MMR), including the risks and benefits of the vaccination.

The following exemptions have been approved. Please check any that apply to be exempt from completing the "Certification of Compliance" form.

- Full or part-time students who graduated from an Oklahoma High School
- Full or part-time students who graduated from high schools in other states with similar immunization laws similar to Oklahoma (must be listed on approved list)
- Students transferring from another Oklahoma college or university, after Fall 2004
- Concurrently enrolled Oklahoma high school students
- Students who are active military
- Students born before 1956

If you do not qualify in any of the above categories, you must complete the "Certification of Compliance" form before you may be enrolled.

---

Student Name (please print)

---

Student ID Number

---

Student Signature

---

Date

## STEPS TO ENROLLMENT

### Step 1: Registration

#### Credentials Required

Students who are admitted and intend to register with Northeastern Oklahoma A&M College must provide credentials according to their "entering classification" of admissions.

At a glance, the following are required of students who seek admissions and registration into college courses:

**Step 1:** Submit Admissions Application & credentials

**Step 2:** Enroll in courses with an advisor

**Step 3:** Visit Financial Aid for possible financial assistance; Campus Police for photo ID & parking decal; Bookstore for book purchases; and Business Office for payment arrangements.

**Step 4:** GO TO CLASS

### First-Time Entering Classification

Any student who is degree-seeking, entering college for the first-time (earned 6 college credit hours or less and excluding any courses completed as concurrent student) is considered a First-Time Entering student. All students seeking admission must complete an application for admission, submit a high school transcript (7 semester minimum) or a copy of a GED certificate and ACT scores. The final, official transcript must include the graduation date and be submitted to the Office of Admissions. Students 20 years of age or younger (high school graduate or non-graduate) must submit ACT scores and additional testing may be required. Students 21 years of age or older (high school graduate or non-graduate) without ACT scores will be required to take placement tests or may voluntarily do remediation courses.

### Re-Admitted to NEO Classification

Any student who has attended NEO, but was not enrolled during the previous semester must complete a new application for admission (to update records). Transcripts from any college between attendances at NEO must be submitted.

### Transfer Student Classification

Students who transfer from another college with 7 hours or more are Transfer students. Transfer students must complete an application for admission and submit official transcripts from ALL colleges attended. If 24 or more hours have been earned an official high school transcript and ACT scores are not required. Failure to submit official transcripts will prevent enrollment in future semesters.

### Special Student Classification

**Non-Degree Seeking** - Any student who does not plan to pursue a degree at NEO may enroll in a maximum of

nine credit hours without submitting academic credentials and submit *only* an application for admissions. Proficiency assessments may be required before enrollment in collegiate level courses. Contact the Admissions Office for exceptions to this policy. Enrollment beyond nine hours will require formal admission.

**Concurrent Students** - A twelfth grade student enrolled in an accredited high school may be admitted provisionally as a special student by meeting the following requirements:

1. Submit an application for admissions
2. Earned an ACT composite score of 19 or higher or have a high school GPA of 3.0 or higher on a 4.0 grading scale
3. Achieve a 19 or higher in the ACT subtest score for English, math and/or science prior to enrollment in the collegiate level course in the discipline. For all other courses, a 19 or higher must be achieved in the ACT Reading subtest score. (No secondary testing is permitted).
4. Provide the Concurrent Consent form signed by the high school principal and counselor stating that the student is eligible and written permission from a parent/guardian.

An eleventh grade student enrolled in an accredited high school may be admitted provisionally as a special student by meeting the following requirements:

1. Submit an application for admissions
2. Earned an ACT composite score of 21 or higher or have a high school GPA of 3.5 or higher on a 4.0 grading scale.
3. Achieve a 19 or higher in the ACT subtest score for English, math and/or science prior to enrollment in the collegiate level course in the discipline. For all other courses, a 19 or higher must be achieved in the ACT Reading subtest score. (No secondary testing is permitted).
4. Provide the Concurrent Consent form signed by the high school principal and counselor stating that the student is eligible and written permission from a parent/guardian.

All concurrent high school students must submit updated high school transcripts each semester.

### Testing Information

**National ACT** - NEO offers the ACT National Test, which requires application. Students should contact their high school counselor for application or register online with National ACT <http://www.actstudent.org/>.

**Residual ACT** - NEO offers the ACT Residual Test for students that apply to NEO only. Testing requires a picture ID and \$36 fee (subject to change without notice). Residual test scores are kept on file with NEO and may not be sent to other colleges for admissions purposes. Students may contact the Testing Center for test dates.

**CPT (Accuplacer)** - CPT exams are offered during regular business hours, without appointment, and free of charge. The CPT is offered to freshman students as a placement test (for those who test below 19 on any ACT subtest subject), and to any student 21 of age or older as an alternative admissions test.

**Deficiencies Identified by Testing** A student is considered deficient in subject areas based on 1) insufficient high school units or 2) ACT subtest scores of 18 and below. Deficiencies are removed by student enrollment in the zero-level course, by retest with ACT and scoring 19 or above, or by successful testing with the Accuplacer placement subject test.

Students who are deficient in a subject area must remove the deficiency in the first 24 semester hours at NEO and before college-level subject is taken. Enrollment holds are placed on students' records until the deficiency is removed. The student's enrollment can be limited if they do not meet these requirements within this timeline.

### **Step 2: Enrollment** Enrollment Procedure

After students have completed the Application for Admissions (either paper or online version) and have submitted all credentials to support full admissions, signed all appropriate enrollment forms, then, the students is ready for enrollment into college courses.

Degree seeking students should visit with an advisor during office hours and published enrollment dates (see Academic Calendar for Enrollment Dates).

First-time students are counseled about degree options, course scheduling, and degree planning. Returning students may enroll themselves online (except for concurrent and special non-degree seeking).

### **Step 3: Financial, Housing & Parking** *Applications for scholarships, FAFSA, and housing are available online at NEO's website, [www.neo.edu](http://www.neo.edu).*

**Financial Aid** - The Financial Aid Office provides information concerning financial assistance options. Grants, scholarships, student employment, and loans are types of financial aid designed to assist the student or their families pay for education related costs.

Students may apply for need-based financial aid with FAFSA (Free Application for Federal Student Aid) and must do so **as soon as possible after January 1** for the following academic year and to avoid delays in award. FAFSA includes Pell, ACG, OTAG, SEOG, Federal Work Study and Student Loans.

**NEO's Federal School Code: 003160**

First-time students may apply for NEO Scholarships which are eligibility based. Students must complete the NEO Scholarship Application with these steps:

1. Contact the Office of Financial Aid for application
2. Complete NEO Scholarship Applications
  - a. Apply on-time
  - b. Submit all credentials (usually high school transcript, ACT scores, and resumes)
3. Scholarship renewal is determined each semester based on GPA and hours completed

**Business Office** Students may find their billing information online or by visiting the Business Office.

**Housing** - Single students, under 21 years of age, with a permanent address more than 50 miles from the NEO are required to live on campus in a resident hall. Exceptions to this policy include students over 21, married students, students with children, veterans, and international students.

**Campus Police** - All students are required to obtain a student ID card. Parking permits are required for all commuters and students residing in housing. Tickets are issued once classes have begun.

**Bookstore** - Students may purchase textbooks from the NEO Bookstore. Student should take a copy of their class schedule with them when purchasing textbooks.

### **Step 4: GO TO CLASS**

Attendance is an important criterion for successful completion of any course. So, after enrollment and textbook purchases, students should go to class!

SEE ACADEMIC CALENDAR FOR SPECIFIC DATES

**Withdrawal** - Students who are unable to attend classes should immediately contact the office of Admissions and make arrangements to drop their classes. Students should be aware that after the Add/Drop period, the student will incur a transcript record and a financial liability.

**Add/Drop Period** - A student may drop any class without penalty (transcript record or financial liability) in the first 10 days of the fall/spring term or the first 5 days of the summer term.

**"W" Grade Period** - After the Add/Drop period, students may withdraw with instructor, advisor and financial aid office signatures and receive an automatic "W" grade when the drop occurs before the end of the 12<sup>th</sup> week of fall/spring or 6<sup>th</sup> week of summer.

**"W?" Grade Period** - Students who withdraw between the first day of the 13<sup>th</sup> week (7<sup>th</sup> week in summer) and the day before the final exam week may drop a course with the instructor, advisor and financial aid office signatures with a grade assignment of either a "W" or "F".

## **DRUG & ALCOHOL POLICY**

### **PURPOSE**

The Drug Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U.S. Department of Education by October 1, 1990, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. This policy is adopted by Northeastern Oklahoma A&M College to comply with this statutory directive.

### **POLICY**

As set forth in local, state, and federal laws, and the rules and regulations of the College, Northeastern Oklahoma A&M College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the College or as part of Northeastern Oklahoma A&M College activities.

### **INTERNAL SANCTIONS**

Any student or employee of the College alleged to have violated this prohibition shall be subject to disciplinary action including, but not limited to, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with application policies of the College. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.

### **EXTERNAL SANCTIONS**

Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Information regarding these local, state, and federal laws may be found in the Learning Resources Center and is available to students and employees. Students and employees are encouraged to review this information.

### **HEALTH RISKS**

Alcohol and other drug use represent serious threats to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health

problems. With most drugs it is probable that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol – short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with other barbiturates and other depressants can prove to be deadly mixture.

Amphetamines/Stimulants – (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic Steroids – seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males.

Barbiturates/Depressants – (downers, Quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack – stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens – (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis – (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke

contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked – deeply inhaled and held in the lungs for a long period – enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics – (heroin, morphine, Demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/Nicotine – causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

## **DRUG/ALCOHOL COUNSELING AND REHABILITATION PROGRAMS**

The Northeastern Oklahoma A&M College Counseling Services and the Employees Assistance Program have programs of this nature for students and employees. These programs should meet the needs of the institution; however, there are other programs in the community or nearby that may better suit your needs. A list of such programs, their location and phone numbers is maintained in the above –referenced offices. Seeking help from, being referred to or from these services is confidential, and will not, result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process. In addition, the following toll-free, hotline numbers may be of use to someone needing help or advice:

National Institution on Drug Abuse Information and Referral line (M-F, 8:30am – 4:30pm)	1-800-662-HELP
National Alcohol & Drug Abuse Hotline	1-800-234-0420
National Drug Hotline	1-800-662-HELP
Cocaine Helpline	1-800-COCAINE
Reach-Out Hotline (Alcohol, drug crisis, intervention, Mental health referral)	1-800-522-9054