

Ottawa University Catalog

2003-2004



LIVE • LEARN • LEAD

President's Message

Fall 2003

Dear Ottawa Students and Prospective Students,

On behalf of Ottawa University, let me thank you for your interest in OU and commend you on your decision to pursue postsecondary studies. We want to help you make an informed and thoughtful decision when choosing a university and a program of study. We believe that Ottawa is an exceptional place to pursue your dreams and to prepare for a life of service.

Ottawa was founded in 1865 after receiving a 20,000 acre land grant of Kansas prairie from the Ottawa Indians in recognition of the service provided by early Baptist missionaries. Ottawa University continues to serve on the frontier of learning through innovative, high-quality, personalized programs of study. Whether you are studying at the residential College in Ottawa, Kansas, at one of our campuses for Adult and Professional Studies across the US, in one of our international programs in the Pacific Rim, or online, you will find dedicated full-time faculty and staff ready to assist and encourage you.

As a Christian liberal arts university, we hope to fuel your imagination, broaden your intellectual horizons, and provide practical insights for your life, work and relationships. As a "community," we strive to make all feel welcome, and challenge everyone to actively contribute to the learning process.

Please let me know how we may be of greater service to you. Best wishes in your studies.

Sincerely,



John E. Neal, Ed.D.
University President



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Campus Map	inside back cover

University Contact Information

THE COLLEGE

Ottawa University
1001 South Cedar Street
Ottawa, KS 66067-3399
785-242-5200
800-755-5200

ARIZONA CAMPUSES PHOENIX CAMPUS

Ottawa University
10020 North 25th Avenue
Phoenix, AZ 85021
602-371-1188
800-235-9586

MESA CAMPUS

Ottawa University
6402 E. Superstition Springs Blvd.
Suite 103
Mesa, AZ 85206
602-749-5230

SCOTTSDALE CAMPUS

Ottawa University
13402 North Scottsdale Road
Scottsdale, AZ 85254
480-998-2297

TEMPE CAMPUS

Ottawa University
10429 South 51st Street
Suite 100
Phoenix, AZ 85044
602-749-5200

UNIVERSITY-WIDE CONTACT INFORMATION

Dr. John E. Neal, University President	785-229-1040
Dr. James Billick, Vice President of Academic Affairs	785-229-1045
Wayne R. Duderstadt, Vice President for Administration and Finance	785-229-1030
Dr. David M. Barnes, Vice President for Adult and Professional Studies	602-749-5119
Mary Steigerwald, Vice President for Marketing and Communications	262-879-0200
Martin Smith, Vice President for University Advancement	785-229-1035
Jan Stone, Director of Academic Affairs	602-749-5181
Tom Corley, Director of Business Operations	785-229-1081
Howard Fischer, Director of Financial Aid	602-749-5120
Brenda Guenther, Director of Finance and Controller	785-229-1082
Joanna Walters, Director of Human Resources	785-229-1083
Jack D. Maxwell, Director of Information Technology	785-229-1090
Karen Adams, University Registrar	785-229-1046

THE COLLEGE

Academic Matters

Maurice L. Bryan, Jr., Provost	785-242-5200 ext. 5500
Dr. Barbara Dinneen, Academic Dean	785-242-5200 ext. 5404
Elaine Pyle, College Registrar	785-242-5200 ext. 5580

Admissions

Ina Agnew, Dean of Student Affairs	785-242-5200 ext. 5561
Bruce Tate, Associate Director of Admissions	785-242-5200 ext. 5559

Athletics

Andrew R. Carrier, Athletic Director	785-229-1065
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Bookstore

Karen Peterson, Central Services Coordinator	785-229-1071
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Expenses

Lisa Ramsey, Budget Manager	785-242-5200 ext. 5530
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Financial Aid

Gary Bateman, Financial Aid Coordinator	785-242-5200 ext. 5571
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International Students

Murle Mordy, Professor of Foreign Language, International Student Advisor	785-229-1072
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Library

Gloria Creed-Dikeogu, Director of Library Services	785-242-5200 ext. 5445
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Placement and Career Planning

Ina Agnew, Dean of Student Affairs	785-242-5200 ext. 5561
Michele Lee, Associate Dean of Student Development	785-242-5200 ext. 5562

Religious Programs

Bud McCluney, Director of Church Relations/Campus Pastor	785-229-1068
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Student Development

Ina Agnew, Dean of Student Affairs	785-242-5200 ext. 5561
Michele Lee, Associate Dean of Student Development	785-242-5200 ext. 5562

University Contact Information

ARIZONA CAMPUSES

Academic Matters

Dr. M. Donna Levene, Provost	602-749-5101
Dr. Lee Peterson, Associate Academic Dean, Education	602-749-5153
June Wiley, Associate Academic Dean, Business and Human Services	602-749-5170
Dr. Chris Marcum, Coordinator of Academic Affairs	602-749-5149
Michael Edwards, Registrar	602-749-5130

Admissions

Cindy Hill, Director of Student Enrollment Services	602-749-5103
-----------------------------------------------------	--------------

Expenses

Wendy Gaynor, Accounting Manager	602-749-5111
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Financial Aid

Howard Fischer, Director of Financial Aid	602-749-5120
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INTERNATIONAL INSTRUCTIONAL SITES

Academic Matters

Dr. Norman Madsen, Provost, International and Online Programs	785-229-1042
Buddy Jo Tanck, Academic Coordinator	785-242-5200 ext. 5588

Admissions

Cathy Pettis' Baynes, Director of Enrollment Management	785-229-1041
---------------------------------------------------------	--------------

Expenses

Richard Brewington, Budget Manager	785-242-5200 ext. 5495
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KANSAS CITY CAMPUS

Academic Matters

Grant Chapman, Provost	913-266-8601
Tom Edwards, Academic Coordinator	913-266-8604
Mary Johnson, Registrar	913-266-8605

Admissions

Tracey Payne, Director of Enrollment Management	913-266-8620
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Financial Aid

Grace Black, Financial Services Associate	913-266-8611
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JEFFERSONVILLE CAMPUS

Academic Matters

Kristine Young, Director	812-280-7271
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MILWAUKEE CAMPUS

Academic Matters

Dr. Donald Clauser, Director	262-879-0200 ext. 101
Kathy Traynor, Administrative Manager	262-879-0200 ext. 106

Admissions

Trisha L. Frederick, Enrollment Manager	262-879-0200
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Financial Aid

Tracy Kantor, Financial Aid Coordinator	262-879-0200
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INTERNATIONAL

Ottawa University
1001 South Cedar Street, #59
Ottawa, KS 66067
800-755-5200 (US Residents Only)
785-242-5200

KANSAS CITY CAMPUS

Ottawa University
20 Corporate Woods
10865 Grandview Drive
Overland Park, KS 66210
913-451-1431
888-404-6852

JEFFERSONVILLE CAMPUS

Ottawa University
316 East Court Avenue
Jeffersonville, IN 47130
812-280-7271

MILWAUKEE CAMPUS

Ottawa University
300 North Corporate Drive
Suite 110
Brookfield, WI 53045
262-879-0200
866-228-4262

Academic Calendar

2003 SUMMER SESSIONS

Check the bulletins distributed by your campus for additional details and to confirm dates.

Arizona Campuses

7/14/2003	Undergraduate and Graduate Courses Begin
8/23/2003	Undergraduate and Graduate Courses End

Jeffersonville Campus

6/23/2003	Undergraduate Courses Begin
8/23/2003	Undergraduate Courses End

Kansas City Campus

6/21/2003	Graduate Online Courses Begin
6/23/2003	Undergraduate Courses Begin
6/23/2003	Graduate Evening Courses Begin
8/16/2003	Undergraduate Courses End
9/12/2003	Graduate Evening Courses End
9/14/2003	Graduate Online Courses End

Milwaukee Campus

6/23/2003	Undergraduate Courses Begin
8/23/2003	Undergraduate Courses End

University-Wide

For holidays, please check your campus for policy regarding excused classes.

7/4/2003	Independence Day
7/31/2003	Degree Conferral Date

2003 FALL SESSIONS

Check the bulletins distributed by your instructional location for additional details and to confirm dates.

Arizona Campuses

9/8/2003	Undergraduate and Graduate Courses Begin
12/6/2003	Fall Undergraduate and Graduate Courses End

Jeffersonville Campus

8/25/2003	Fall I Undergraduate Courses Begin
10/18/2003	Fall I Undergraduate Courses End
10/20/2003	Fall II Undergraduate Courses Begin
12/13/2003	Fall II Undergraduate Courses End

Academic Calendar

Kansas City Campus

8/15/2003	Online Health Care Module I Begins
8/18/2003	Fall I Undergraduate Courses Begin
9/5/2003	Online MBA Module I Begins
9/13/2003	Graduate Online Courses Begin
9/15/2003	Graduate Evening Courses Begin
10/11/2003	Fall I Undergraduate Courses End
10/13/2003	Fall II Undergraduate Courses Begin
10/13/2003	Online Health Care Module I Ends
11/28/2003	Online MBA Module I Ends
12/6/2003	Fall II Undergraduate Courses End
12/6/2003	Graduate Online Courses End
12/8/2003	Graduate Evening Courses End

The College

8/26/2003	Undergraduate Courses Begin
12/12/2003	Undergraduate Courses End
12/15/2003	Final Exams Begin
12/17/2003	Final Exams End

Milwaukee Campus

8/25/2003	Fall I Undergraduate Courses Begin
10/18/2003	Fall I Undergraduate Courses End
10/20/2003	Fall II Undergraduate Courses Begin
12/13/2003	Fall II Undergraduate Courses End

University-Wide

For holidays, please check your campus for policy regarding excused classes.

9/1/2003	Labor Day
9/30/2003	Degree Conferral Date
11/27/2003-11/28/2003	Thanksgiving (All Ottawa University Administrative Offices Closed)
12/25/2003	Christmas
12/25/2003-1/1/2004	All Ottawa University Administrative Offices Closed
12/31/2003	Degree Conferral Date

2004

SPRING SESSIONS

Check the bulletins distributed by your campus for additional details and to confirm dates.

Arizona Campuses

1/5/2004	Spring I Undergraduate and Graduate Courses Begin
3/27/2004	Spring I Undergraduate and Graduate Courses End
4/5/2004	Spring II Undergraduate and Graduate Courses Begin
6/26/2004	Spring II Undergraduate and Graduate Courses End

Academic Calendar

Jeffersonville Campus

1/12/2004	Spring I Undergraduate Courses Begin
3/6/2004	Spring I Undergraduate Courses End
3/8/2004	Spring II Undergraduate Courses Begin
5/1/2004	Spring II Undergraduate Courses End

Kansas City Campus

1/5/2004	Spring I Undergraduate Courses Begin
1/5/2004	Spring I Graduate Evening Courses Begin
1/9/2004	Online Health Care Module I Begins
1/10/2004	Spring I Graduate Online Courses Begin
1/17/2004	Online MBA Module I Begins
2/28/2004	Spring I Undergraduate Courses End
3/1/2004	Spring II Undergraduate Courses Begin
3/26/2004	Spring I Graduate Evening Courses End
3/28/2004	Spring I Graduate Online Courses End
4/2/2004	Online Health Care Module I Ends
4/3/2004	Spring II Graduate Online Courses Begin
4/4/2004	Spring II Graduate Evening Courses Begin
4/9/2004	Online MBA Module I Ends
4/24/2004	Spring II Undergraduate Courses End
6/27/2004	Spring II Graduate Online Courses End
6/24/2004	Spring II Graduate Evening Courses End

The College

1/7/2004	Undergraduate Courses Begin
3/20/2004-3/28/2004	Spring Break
4/30/2004	Undergraduate Courses End
5/3/2004	Final Exams Begin
5/5/2004	Final Exams End

Milwaukee Campus

1/12/2004	Spring I Undergraduate Courses Begin
3/6/2004	Spring I Undergraduate Courses End
3/8/2004	Spring II Undergraduate Courses Begin
5/1/2004	Spring II Undergraduate Courses End

University-Wide

For holidays, please check your campus for policy regarding excused classes

1/1/2004	New Year's Day (All Ottawa University Administrative Offices Closed)
1/19/2004	Martin Luther King Day (Community Service Day)
1/31/2004	Degree Conferral Date
4/9/2004	Good Friday (All Ottawa University Administrative Offices Closed)
4/11/2004	Easter

2004 EARLY SUMMER SESSIONS

Check the bulletins distributed by your instructional location for additional details and to confirm dates.

Arizona Campuses

No Formal Sessions

Jeffersonville Campus

5/3/2004 Undergraduate Courses Begin

6/26/2004 Undergraduate Courses End

The College

6/1/2004 Undergraduate Courses Begin

7/27/2004 Undergraduate Courses End

Kansas City Campus

4/26/2004 Undergraduate Courses Begin

4/30/2004 Online Health Care Module I Begins

6/19/2004 Undergraduate Courses End

7/23/2004 Online Health Care Module I Ends

Milwaukee Campus

5/3/2004 Undergraduate Courses Begin

6/26/2004 Undergraduate Courses End

University-Wide

For holidays, please check your campus for policy regarding excused classes.

5/9/2004 Degree Conferral Date

5/26/2004 Memorial Day (All Ottawa University Administrative Offices Closed)

2004 FALL SESSIONS

The College

12/10/2004 Undergraduate Courses End

12/13/2004 Final Exams Begin

12/15/2004 Final Exams End

2005 SPRING SESSIONS

The College

5/6/2005 Undergraduate Courses End

5/9/2005 Final Exams Begin

5/11/2005 Final Exams End

ABOUT OTTAWA UNIVERSITY

Mission Statement

The mission of Ottawa University is to provide the highest quality liberal arts and professional education in a caring, Christ-centered community of grace which integrates faith, learning and life. The University serves students of traditional age, adult learners and organizations through undergraduate and graduate programs.

Statement of Educational Purposes

Since its inception in 1865, Ottawa University has sought to live out its mission in direct ways. It began with the collaboration between two American Baptist missionaries, Jotham and Eleanor Meeker, and the Ottawa Indians of Kansas to promote education and peace in a changing world. Out of this relationship, Ottawa University was born. Ever mindful of its original commitments, Ottawa University is now a comprehensive, not-for-profit, educational institution, which serves students of traditional age and adult learners worldwide. Grounded by its mission, Ottawa University carries out its educational purposes through its liberal arts and professional studies programs at both the undergraduate and graduate levels. Ottawa University guides learners to integrate faith, learning, and life, to gain the abilities they need to succeed and prosper, and to do so with an increased sense of the knowledge, compassion, respect, and service our world requires.

Ottawa University intends that

- a general education program of liberal arts studies will enable its faculty and students to investigate the world broadly and freely in order that its students will develop and express their life philosophies and values with awareness of and concern for others;
- study in undergraduate, graduate and other professional development programs will enable students to gain the specific expertise they need to enter professions they can contribute to; and
- programs, teaching and learning will continuously improve through assessment and sensitive responses to community needs.

Ottawa University's educational purposes require it to provide at all its locations

- diverse faculty who support the mission, purposes and general welfare of the University;
- caring faculty who are dedicated to teaching undergraduates in both discipline and liberal arts courses and who are sensitive to a heterogeneous body of students as persons seeking to grow spiritually, morally, and civically as well as intellectually;
- faculty who bring the same sensitivities and dedication to educating graduate and post-graduate students;
- multiple approaches to teaching which assure comprehensive and varied responses to students' learning patterns;
- appropriate academic support, environment and technology to enhance teaching, learning, research, and communication;
- sensitivity to different ethnicities and political configurations of the global community; and
- commitment to social responsibility which asserts that the University's education is of the heart and hand as well as the intellect.

Accreditations

Ottawa University is accredited by The Higher Learning Commission and a member of the North Central Association, 312-263-0456, www.ncahigherlearningcommission.org.

Ottawa University education programs in Kansas are accredited by the National Council for the Accreditation of Teacher Education (NCATE), www.ksbe.org / www.ncate.org.

Approvals

- The Arizona Teacher Education Programs are Arizona State Department of Education (AZDE) approved.
- The Ottawa, Kansas and Kansas City Teacher Education Programs are Kansas State Board of Education (KSBE) approved.
- Arizona State Board for Private Post Secondary Education, 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, 602-542-5709, www.azppse.state.az.us.
- This institution is regulated by The Indiana Commission on Proprietary Education, 302 W. Washington Street, Room E201, Indianapolis, IN 46204, 317-232-1320 or 800-227-5695, www.ai.org/cope/.
- This institution is regulated and approved by the Educational Approval Board of the State of Wisconsin, 30 West Mifflin Street, PO Box 8696, Madison, WI 53708-8696, 608-266-1996, www.eab.state.wi.us.

Associations and External Relationships

Affiliated with the American Baptist Churches in the USA

American Association of Colleges for Teacher Education

American Baptist Association of Colleges and Universities

Arizona Education Association

Arizona Education Consortium

Better Business Bureau serving Central/Northern Arizona

Better Business Bureau serving Southern Indiana, Louisville, and Western Kentucky

Better Business Bureau serving Wisconsin

Council for Advancement and Support of Education

Council of Independent Colleges

Independent Colleges and Universities of Arizona

Kansas Association of Colleges of Teacher Education

Kansas Association of Private Colleges of Teacher Education

Kansas Collegiate Athletic Conference

Kansas Independent College Fund

Kansas Independent College Association

NAFSA: Association of International Educators

National Association of Independent Colleges and Universities

National Association of Intercollegiate Athletics

National Association of Student Financial Aid Administrators

Southeastern Wisconsin Education Consortium

The Association of Governing Boards

History of Ottawa University

With a rich history tied to the Ottawa Indians and the American Baptist Churches, USA, Ottawa University is proud of its heritage and committed to honoring those who are responsible for it. From 1837 to 1855, Reverend Jotham Meeker and his wife, Eleanor, were Baptist missionaries to the Ottawa Indian Tribe in the Midwest region, which is now Ottawa, Kansas. The Meekers devoted themselves to improving the lives of the Ottawa Indians and inspiring a hunger for education and religion. After the Meekers' deaths, the Ottawa Indians carried on the missionaries' Christian leadership with a strong desire to educate their children.

John Tecumseh (Tauy) Jones also carried on the Meekers' commitment to the tribe. Serving as an interpreter and Baptist minister, he was responsible for arranging a meeting between the Baptists and the Ottawa Indians, which led to the development of Ottawa University. The Ottawa Indians donated 20,000 acres for a university to ensure the education of their children. In exchange, the Baptists agreed to build and operate the school with a promise to provide free education to the Ottawa Indians. After delays due to the Civil War, Ottawa University was founded in 1865. Today, Ottawa University provides free undergraduate tuition at The College in Ottawa, Kansas, to recorded members of the tribe who are descendants of the Kansas Ottawa Indians.

The first building erected on campus, in the spring of 1869, was destroyed by fire in 1875; however, through generous support of the community, it was rebuilt in 1876. It stands today, appropriately named Tauy Jones Hall. The first commencement was held in 1886, with the graduation of one student. Throughout the 138-year history, The College has enjoyed many changes and additions to become the beautiful campus it is today.

In recognition of the growing demand for programs suited to the needs and learning styles of adults, the University opened its first adult campus in Kansas City in 1974. Additional campuses were opened in Arizona in 1977, Wisconsin in 1992 and Indiana in 2002. International programs in Hong Kong, Singapore and Malaysia were added in 1986. Ottawa University began its first graduate program in 1987 with the addition of the Master of Arts in Human Resources, offered at the Kansas City campus. It is now also offered at the Arizona campuses along with business administration, counseling and education. The online Master of Business Administration program was initiated in 2001. Campuses in Arizona, Kansas City and Wisconsin also have Teacher Professional Education Programs, providing courses for certified teachers.

Presidents of Ottawa University

Isaac S. Kalloch	1865-68	Silas Eber Price	1906-24
Milan L. Ward	1869-73	Erdmann Smith	1924-31
E.C. Andrews	1873-74	Warren P. Behan (Acting)	1931-35
Philo Jesse Williams	1876-81	Andrew B. Martin	1935-67
T.M. Stewart	1881-83	Peter H. Armacost	1967-77
Milan L. Ward	1883-87	Milton C. Froyd (Interim)	1977-78
George L. Sutherland	1887-90	Robert E. Shaw	1978-83
Franklin O. Johnson	1890-91	Wilbur D. Wheaton	1983-92
F.W. Colegrove	1891-95	Harold D. Germer	1992-2000
J.D.S. Riggs	1895-05	John E. Neal	2000-Present
R.A. Schwegler (Acting)	1905-06		

The Ottawa University Crest

The Crest of Ottawa University conveys the most important ingredients of its history and purpose.

The Dome of Tauy Jones Hall rises above the crest, just as it rises above the campus. John Tecumseh "Tauy" Jones came to the Marais des Cygnes Valley, in which the Ottawa campus nestles, as an Indian interpreter, a leader among the area Indians who negotiated with the settlers for a "school." Through the years, the Dome frequently changed colors, as special occasions lent themselves to "expression" by various student groups, especially the seniors. Today, the Dome displays school spirit in black and gold.

The Cross of Christ borders every segment of student life; it represents our Christian heritage, our continuing commitment and the hope for our future.

The Star depicts the clarity of the Kansas sky; many of the earlier settlers thought that the North Star could be seen more clearly in Kansas than in any other state. The belief is still true.

The Book signifies the Book of Knowledge; it represents both the Bible and the texts of the various courses. As one assimilates knowledge from these two sources, one experiences the school motto: Veritas Vos Liberabit (the truth will set you free).

The Swan illustrates the tranquil environment of the Marais des Cygnes Valley. The French word "cygnes" means swans.

The Arrowhead is symbolic of our Indian heritage; the University is named after the Ottawa Indians. We still honor our "agreements" with them by providing education for people in the tribe. Members of our athletic teams are known as the Braves.

OTTAWA UNIVERSITY AT-A-GLANCE

Founded in 1865, Ottawa University is a comprehensive, not-for-profit educational institution affiliated with the American Baptist Churches, USA. Ottawa's educational mission brings together a residential College in Ottawa, Kansas, and adult campuses in Overland Park, Kansas; Kansas City, Missouri; Phoenix, Scottsdale, Tempe and Mesa, Arizona; Milwaukee, Wisconsin; and Jeffersonville, Indiana, along with international instructional sites in Hong Kong, Singapore and Malaysia. Ottawa University has more than 8,500 students worldwide.

The College

The campus in Ottawa, Kansas, is designed primarily for traditional 18-to-25-year-old students, although it attracts and serves nontraditional students as well. Students come from small towns and big cities throughout Kansas, the United States and the world. Students come to The College as first-time, first-year students and continue their education over the next four or five years. Other students transfer from community colleges or from other four-year institutions.

Ottawa University At-A-Glance

The College is situated on 64 beautiful acres abundant with trees. All Ottawa Braves home football games are played at Cook Field. Built in 1922, the field was named for the donor, A. L. Cook. The Stadium, which seats 1,100 fans and contains a well-designed press box and concession facilities, was built in 1973 with a donation from Dr. and Mrs. C. Omer West. The Dick Peters Memorial Sports Complex is home to The College's baseball, softball and soccer fields. Currently, construction has begun on a new athletic and wellness center, which should be completed by spring of 2004. The "Hull Center for Athletics," a 21,000-square-foot facility, will house the Braves Hall of Fame, a health and wellness center, exercise physiology lab, football staff offices, athletic training facilities, multiple locker rooms, and much more.

At Ottawa, we take a less traditional approach to liberal arts by focusing on skills development in addition to well-roundedness. Academic programs focus on expanding career options by helping students learn how to think, write, speak, reason, compute, analyze, and solve problems. The strong liberal arts program at Ottawa University prepares students to become leaders in all areas of the professional arena. Ottawa University graduates have served on the Federal Reserve Board, are CEOs of Fortune 500 companies, own their own businesses and are inventors, medical researchers, doctors, lawyers, teachers and ministers. A degree from Ottawa University prepares students to embark on whatever challenge lies before them.

The College offers majors leading to baccalaureate degrees. The liberal arts program at The College is ideal for those students preparing to continue their education in graduate school. Since course requirements vary from one school to another, students interested in prelaw, preministerial and prehealth care studies should seek academic advising from the appropriate advisor early in their academic career.

At The College, students build professional relationships with professors and classmates in a family atmosphere. Ottawa University boasts 30 student organizations on campus, as well as 13 different varsity athletics in National Association of Intercollegiate Athletics (NAIA) Division II. Community service is an integral part of the liberal arts education at The College, and students are encouraged to become a part of community service projects at every opportunity. Martin Luther King, Jr. holiday has been established as Community Service Day at Ottawa University—a day when the entire campus, student, faculty, staff, and administrators—participate in a variety of community service projects. Projects undertaken on this day range from writing letters to service men and women, to working for various charitable organizations within the community, to assisting senior citizens with house cleaning chores and/or shopping for needed items, to cleaning up trash along our roadways.

The College Facilities

Administration Building

The Administration Building has been the focal point of both academic and administrative activity even prior to its opening in 1904 because the original building was rebuilt after a fire in 1902 left only the walls standing. The Administration Building houses several classrooms, academic departments, the Administration Auditorium and the following administrative offices: Admissions, Business, Provost for International and Online, Provost for The College, International Student Advisor, Registrar, Student Development, and Student Financial Services. The following academic departments are also located in the Administration Building: Communication, Education, English, English for Speakers of Other Languages, Foreign Language, History and Political Science, Human Services, Psychology and Sociology.

Ottawa University At-A-Glance

Athletic Facilities

Numerous facilities for recreational use are available to students, faculty and staff free of charge. The facilities are available during scheduled times with the exception of when they are reserved for athletic practices or special functions. The following facilities are available for student use:

Intramural Field – located in the Chapel/Martin Hall Quad. This field is available for football and softball.

Mabee Center – basketball courts, racquetball courts, tennis courts, walking and running.

Sand Volleyball Pits – located just west of Martin Hall and south of The Chapel.

Wellness Center – free weights, universal weights, stair machines, Nordic Track, rowing machines, treadmills, stationary bikes, step machines, step aerobic classes, fitness testing, locker rooms.

Wilson Field House – home of the Braves and the Lady Braves varsity basketball and volleyball teams.

Atkinson Hall

Atkinson Hall is the home of the Music and Theatre Departments, faculty offices, theater office, yearbook office, five classrooms and seven practice music rooms for student use. University Ringers (the five-octave hand-bell choir), Jazz Ensemble, Adelante Singers, and University Concert Choir all practice in Atkinson Hall.

Behan Hall

Behan Hall, built in 1955, completely remodeled in 1991, is currently home to the Vera Wise Technology Center, Bemmels Broadcast Center, Office of Information Technology, academic faculty offices, and several classrooms.

The Vera Wise Technology Center contains two computer labs for student use and the TechSkills center for information technology students.

Lab Hours:

Monday – Thursday	8:00 a.m. – 12:00 a.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	12:00 noon – 5:00 p.m.
Sunday	2:00 p.m. – 12:00 a.m.

Haigh Meadows

The University maintains a five-unit apartment complex located one-and-one-half blocks away from the main campus and adjacent to the Dick Peters Memorial Sports Complex. The one- and two-bedroom unfurnished apartments are typically rented by married students and/or students with dependent children. Students with dependent children are given preference for the two bedroom apartments. If married students or students with dependent children do not need apartments, any currently enrolled student who meets the off-campus housing requirements will be permitted to rent an apartment in Haigh Meadows. University and residence hall policies and guidelines govern students living in Haigh Meadows.

Ottawa University At-A-Glance

Mabee Center

The Mabee Center is a multipurpose sport practice facility that serves various facets of the physical education, recreation and athletic programs. Within the facility are two newly remodeled racquetball courts and two regulation-size basketball courts with goals. The floor is made of a special plastic woven material whose sections can be removed so that the attachments for a volleyball or tennis net can be assembled in a stable way. A batting cage is also available for set-up in this facility. The building is used for intramurals, athletic practices, classes, and extracurricular activities.

Mowbray Student Union

The Mowbray Union is the hub of activities for The College. The Union provides students, alumni, University employees and guests, a comfortable environment for a variety of activities and meetings as well as a place to relax or eat. Union facilities include the Dining Commons, Snack Bar, Copy Center, mailboxes, meeting rooms, Presidential Dining Room, Union Bookstore, Health Center, and the Mowbray Union office. The cafeteria offers a variety of foods available for each meal including main courses, salad bar, dessert bar, special features and fast food items.

Myers Library and Mammel Art Center

Located in the Myers Library, the Mammel Art Center houses the Art Department, with a gallery and classrooms. The Mammel Art Center displays various projects and the works of all art students.

The Myers Library serves the academic research needs of the campus, with more than 80,000 bound volumes, numerous periodical subscriptions, numerous audio and video tapes, and access to numerous electronic databases. The library's online catalog provides current information on book and periodical holdings. Students may also use the library-sponsored search tools and databases on the World Wide Web. Other services include interlibrary loan, photocopying and equipment checkout. Assistance is also available in using resource materials and developing research. The library also has computers available for student or public use, a quiet room and group study rooms.

Library Hours:

Monday – Thursday	7:45 a.m. – 10:30 p.m.
Friday	7:45 a.m. – 4:30 p.m.
Saturday	12:00 noon – 5:00 p.m.
Sunday	2:00 p.m. – 10:30 p.m.

Pomona Lodge

Ottawa University maintains a recreation building for personal and group use on the shore of Lake Pomona, a 4,000-acre lake built by the Army Corps of Engineers, 16 miles northwest of the campus. The lake area is a popular location for boating, camping, fishing, picnicking, and swimming.

Students may reserve the lodge through the Plant and Facilities Office. The facility has a large recreation room with fireplace, kitchen, outdoor barbecue grill, newly remodeled showers and restrooms, and sufficient chairs and tables for small groups. The lodge is available for use from April through November, free of charge to students. All University policies and procedures apply to the Pomona Lodge.

Ottawa University At-A-Glance

Residence Halls

Brown Hall, opened in 1968, has the capacity to house 158 men.

Martin Hall, opened in 1947 and renovated in 1999, has the capacity to house 66 women.

New Hall, opened in 2000, has the capacity to house 152 men and women.

Tauy Jones Hall

The oldest building on campus, Tauy Jones houses the Office of the University President, Alumni Relations, Office of Human Resources, Office of University Advancement and the University-wide Business Office.

University Chapel

The University Chapel, built in 1965, holds 1,200 people and displays the flags of 53 countries, representing the home countries of Ottawa University graduates. The chapel houses the Campus Ministries office, religion academic, and various classrooms in its east wing. The chapel is used for a variety of events, including Commencement and Baccalaureate services, the Presidential Lecture Series, music program events and ACE (Arts and Cultural Events) series presentations.

Ward Science Hall

A majority of classes are held in Ward Science Hall, including the Department of Mathematics, Chemistry and Biology laboratories, and classrooms for most disciplines.

Wilson Field House

The Wilson Field House, built in 1945, seats 1,500 spectators. In 1988, the original gym floor was replaced through the generous gift of alumni and friends. The lobby and upstairs offices were renovated in 2000 to house coaches for basketball, soccer, volleyball, baseball, and softball. The Braves and Lady Braves basketball games and the Lady Braves volleyball games are played in the Wilson Field House. For additional information on The College, call 785-242-5200.

Adult Campuses

During the 1970s, many adults entered college; however, their access to higher education was limited by work and family responsibilities and difficulties getting to campus-based programs. Ottawa University established its first adult campus in 1974 to serve the educational needs of such students. The first campus opened in the Kansas City area. Ottawa has since expanded to Arizona, Wisconsin and Indiana, as well as internationally in Hong Kong, Singapore and Malaysia. Ottawa University recognizes what the adult brings to the classroom: self-motivation, knowledge from life and work experience, and an urgency to complete a degree in a timely manner.

Programs at the adult campuses are consistent with the educational philosophy and programs of The College and maintain the same high standards. Programs incorporate the University's insistence on quality in design and offerings, individual educational planning, service by full-time faculty advisors, an interdisciplinary approach, and emphasis on continuous self-education.

The significant difference between the adult campuses and The College lies in the flexibility of program offerings regarding location and schedule. Some courses can be completed in a few weeks, while others meet once per week for a longer period. Ottawa University offers programs leading to Bachelor of Arts,

Ottawa University At-A-Glance

Master of Arts and Master of Business Administration degrees, as well as post-baccalaureate and post-master's programs at some campuses. Students may enter educational programs at various times throughout the year.

OTTAWA UNIVERSITY

Office of Admissions
20 Corporate Woods
10865 Grandview Drive
Overland Park, KS 66120
913-241-1431
888-404-6852
admiss.kc@ottawa.edu

Ottawa University's Kansas City Campus, Established 1974

Kansas City is a metropolitan area about 45 minutes from The College in Ottawa, Kansas. Ottawa University opened its Kansas City campus in 1974 to meet the educational needs of adults. Conveniently located near the intersection of I-435 and I-69, the campus is situated one block north of College Boulevard in Overland Park's Corporate Woods. The Kansas City campus offers seven undergraduate majors, a Master of Human Resources, human resources certification program, a post-baccalaureate teacher licensure program, the Professional Education Program for teachers, and three online programs. Online programs include an undergraduate program in health care management, Master of Human Resources and Master of Business Administration.

The 12,298-square-foot campus houses nine classrooms, a computer lab, student resource area, vending machines and the following student services and administrative offices: admissions, advising, registration, student financial services, and business.

For additional information regarding Ottawa University's Kansas City campus, please contact: Ottawa University, Office of Admissions.

OTTAWA UNIVERSITY

Office of Admissions
10020 North 25th Avenue
Phoenix, AZ 85021
602-371-1188
800-235-9566
admiss.az@ottawa.edu

Ottawa University's Arizona Campuses, Established 1977

The Phoenix campus opened in 1977, responding to interests expressed by local American Baptists who welcomed Ottawa University into an area where private, church-related educational institutions were rare. Additional campuses in the Valley of the Sun opened in Tempe in 1989, Scottsdale in 1995 and Mesa in 2000. Additionally, classes are offered at The Church At Arrowhead in the Northwest Valley of the Phoenix-metro area. Arizona campuses emphasize flexible scheduling, frequent course start dates and the delivery of educational resources at times and places accessible to adult learners.

Arizona offers 14 undergraduate majors, four graduate programs, a post-baccalaureate teacher certification program, teacher professional education program and advanced graduate studies. A limited number of programs are also available online. During 2002, Ottawa University began offering an online Master of Business Administration program University-wide. Arizona students may take the courses online, face-to-face or a combination of both.

The newly renovated 40,000-square-foot Phoenix campus is strategically located along the I-17 corridor between Peoria and Dunlap Avenues. The campus houses 23 classrooms, a computer lab, student resource area and vending machine area. Additional student services and administrative offices include admissions, advising, business office, registration, student financial services, and the Department of Education.

The 17,700-square-foot Tempe campus is strategically located just off of the I-10 freeway at Elliot. The new campus opened in 2002 with 13 classrooms, a computer lab, vending area and conference rooms.

The Scottsdale campus is located on Scottsdale Road just north of Cactus Road. The campus houses eight classrooms and a vending area.

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The Mesa campus is located just south of the intersection of I-60 and Superstition Spring Boulevard and houses six classrooms.

For additional information regarding Ottawa University's Arizona campuses, please contact: Ottawa University, Office of Admissions.

Ottawa University's Milwaukee Campus, Established 1992

In October 1992, Ottawa University opened a campus in the Milwaukee-metro area. Following the successful programs in Kansas City and Arizona, the Milwaukee campus was also designed to serve the educational needs of adult students. Conveniently located off of I-94 between Moorland and Barker Roads, the campus is situated one block south of Bluemound Road in Brookfield Corporate Lakes. The campus offers 10 undergraduate majors, various concentration options, a Professional Education Program for teachers and the online Master of Business Administration. The 7,750-square-foot campus includes eight classrooms and the following student services and administrative offices: admissions, advising, registration, student financial services and business office. A vending area is available within the building.

For additional information regarding Ottawa University's Milwaukee campus, please contact: Ottawa University, Office of Admissions.

Ottawa University's Jeffersonville Campus, Established 2002

Opened in August 2002, Ottawa University's Jeffersonville, Indiana, campus is a short drive from anywhere in the Louisville, Kentucky, metropolitan area. Conveniently located off I-65, the primary north-south interstate connecting Indiana and Kentucky through Louisville, it serves the needs of adult students with three undergraduate majors: business administration, human resources and management. Although this is a new campus, Jeffersonville students can benefit from the 135+-plus-year history of Ottawa University. The Jeffersonville campus offers classroom space and the following student services: admissions, advising, registration and student financial services. Additional classrooms, computer labs, library, break room, and conference rooms are available across Court Avenue at 319 E. Court Avenue in Webster University's campus.

For additional information regarding Ottawa University's Jeffersonville campus, please contact: Ottawa University, Office of Admissions.

International Instructional Sites, Established 1987

In 1987, Ottawa University opened its degree completion program in the Far East. Ottawa University's International Bachelor of Arts in Business Administration is designed to allow students with previous college academic studies to transfer credits into this degree completion program. Adults residing in Hong Kong, Malaysia and Singapore will have completed three years of acceptable college-level work and present transferable credit to be eligible for admission in the program. All instruction is conducted in English by Ottawa University faculty and adjunct faculty who travel to the Pacific Rim to lead intensive study periods with students.

For additional information regarding Ottawa University's international program, please contact: Ottawa University, Office of Admissions.

OTTAWA UNIVERSITY

Office of Admissions
300 Corporate Drive
Suite 110
Brookfield, WI 53045
262-874-0200
866-228-4262
admiss.wi@ottawa.edu

OTTAWA UNIVERSITY

Office of Admissions
316 East Court Avenue
Jeffersonville, IN 47130
812-280-7271
admiss.in@ottawa.edu

OTTAWA UNIVERSITY

Office of International Programs
1001 S. Cedar Street, Box 59
Ottawa, KS 66067
800-755-5200
(US Residents Only)
785-242-5200

LIBRARY

Myers Library Overview

The Myers Library, located on the grounds of The College in Ottawa, Kansas, serves not only the The College but also the adult campuses throughout the United States and the International Instructional Sites through the electronic delivery of many resources and services.

The Myers Library collection currently contains 83,745 books and other printed materials, 6,554 e-books, 186 print periodical titles, 79,763 periodical volumes, audiocassettes, videos, DVDs, and other multimedia materials. In addition, the library maintains subscriptions to 13 electronic databases that offer indexes, abstracts, full text of journals and other resources from leading information providers. Collectively these databases cover a wide range of academic disciplines including the arts, sciences, business, humanities, technology, human resources and education.

The library website <http://www.ottawa.edu/myerslibrary> is a centralized portal for library communications and services. The website provides students with access to the library catalog, hours of operation, subscription databases, online book orders, electronic books, web directories, search engines, specialized subject resource links, and bibliographic aids. Access to the library catalog, electronic databases, reference services, and other resources are available to students, faculty and staff via the Internet.

Myers Library Contact Information

Myers Library Address: 1001 S. Cedar St., Ottawa, KS 66067-3399

Library Telephone Number: 785-242-5200 or 800-755-5200

Circulation Desk Extension: 5444

Library Director's Direct Extension: 5445

Library E-mail: library@ottawa.edu

Library Director's E-mail: creeddikeogug@ottawa.edu

Regular Library Hours:

Monday – Thursday	7:45 a.m. – 10:30 p.m.
Friday	7:45 a.m. – 4:30 p.m.
Saturday	12:00 noon – 5:00 p.m.
Sunday	2:00 p.m. – 10:30 p.m.

Summer Library Hours:

Monday – Friday	9:00 a.m. – 5:00 p.m.
Saturday	CLOSED
Sunday	2:00 p.m. – 6:00 p.m.

Myers Library Vision

The vision of the Myers Library is to provide an environment, services and resources that support the educational goals and purposes of Ottawa University. To support its vision, the library and its staff are committed to the following:

- Ensure that print, multimedia and electronic resources are responsive to curricular and academic program needs.
- Provide materials that represent a diversity of cultural, ethical, philosophical, educational, and religious perspectives.
- Provide reference and informational services that meet the needs of and enhance the education of students, staff and faculty.
- Participate in the larger resource-sharing community.
- Provide information literacy instruction, library instruction (formal bibliographic instruction and point-of-use instruction) and training about the ethical use of intellectual property/copyright.

Library Services

The Myers Library currently serves students, staff and faculty at The College in Ottawa, Kansas. Students taking classes at other Ottawa University campuses are welcome to call or e-mail the library for library reference or database assistance. A list of library resources for each campus is located in the Web Resources list on the library website.

Interlibrary Loan Services

Interlibrary loan services are available to students at the Kansas campuses. Students at other Ottawa University campuses may request books using the online catalog reserve service or by calling the library to borrow books currently owned by the library and available for checkout. Students may also e-mail the library at ill@ottawa.edu to request information or materials. Students may also contact their local libraries to inquire about Interlibrary Loan Services.

The Myers Library Website

The Myers Library website provides students with access to the library catalog TauyCat, hours of operation, databases, information literacy tutorials and a variety of web research resources. The Myers Library website address is <http://www.ottawa.edu/myerslibrary>.

Ask-a-Librarian

The Myers Library website link to Ask-a-Librarian is <http://www.ottawa.edu/MyersLibrary/ask.html>. Library reference services are available to students via e-mail through this service. Students can click on the Ask-a-Librarian link on the Myers Library website to send an e-mail to the Myers Library reference desk requesting information needed. Librarians reply to e-mail reference requests within 48 hours.

TauyCat

The Myers Library Catalog, TauyCat, can be accessed from the library's website at:

<http://sirsi.ottawa.edu/uhtbin/cgisirsi.exe/lhVerY94iX/9541005/60/69/X>

The library catalog lists books available for checkout from the Myers Library, as well as more than 6,000 e-book titles also available for two-day checkout.

Ottawa University E-Book Collection

Access to Ottawa University's e-book collection is available to students through TauyCat, the Myers Library catalog. The catalog links users to www.netlibrary.com, where they can sign up as Netlibrary members and check out e-books, a collection shared with several U.S. universities and colleges. Students must be on the Ottawa University network at initial sign-up for the Netlibrary e-book services. Thereafter, students can log in and use the e-book checkout and services from a home computer.

Online Databases

The Myers Library provides access to the University's 13 online databases through the Myers' Library website at <http://www.ottawa.edu/myerslibrary/databases.html>

Several databases can be accessed from home. Students should contact their campus for additional information about library databases and for an ID and password to connect to databases from home.

Databases Available for Students at The College

AccessScience: Contains science and technology reference sources, full-text journal articles on numerous science subjects, scientist biographies, information about science in the news, Nobel prizes, and other resources related to science.

American National Biography Online: Premier biographical work on people from all eras who have influenced and shaped American history and culture. There are profiles of more than 18,000 men and women.

BNA Human Resources Library: Contains a wealth of information related to personnel management, labor relations, wages and hours law, federal regulations, fair employment law, and international HR.

Britannica Online: Contains 73,000 full-text articles and is easy to search. It has basic and in-depth encyclopedia entries on a variety of subjects, a timeline browse feature, world atlas, and dictionary.

EBSCOHost: Contains abstracts, as well as full text, for journals and magazine articles. Major databases include Academic Search Elite (coverage for most academic areas), PsychINFO, MLA International Bibliography, Regional Business News, MLA Directory of Periodicals, and Business Source Elite (includes company records from Dun and Bradstreet).

EBSCO Online: Provides students with access to full-text titles available for purchase through the Electronic Journal Service if the Myers Library does not own them or if students do not want to use interlibrary loan services.

Foundation Grants to Individuals Online: Allows students to search for and locate college scholarships, loans and grants online.

LexisNexis Academic Universe: Contains full-text information on a variety of subject databases in the areas of business, medicine and law. This database also contains a substantial newspaper database that searches specialized news sources such as news transcripts, wires, and legal and university newspaper sources.

PsychINFO: Contains citations and summaries of journal articles, book chapters, books, technical reports, and dissertations in the field of psychology and psychological aspects of related disciplines. Because this database has no full-text articles, librarians can help students locate abstracts in full-text at the Myers Library or through interlibrary loans.

SIRS Discoverer Deluxe: A reference database for children, grades 1-9, with full-text articles and graphics. This database is useful to students enrolled in education courses.

Databases Available for Students at Kansas Campuses Only

InfoTrac: InfoTrac has been made available to Kansas libraries through a grant from the Kansas State Library. The database contains abstracts and full text for journals and magazines. Databases include Expanded Academic, ASAP, Business and Company ASAP, Informe, Computer Database, Health Reference Center, Academic National Newspaper Index, Business and Company Resource Center, and the Health and Wellness Resource Center.

First Search: First Search has been made available to Kansas libraries through a grant from the Kansas State Library. The 10 databases that are available contain abstracts and/or full-text journals and magazines on a wide range of topics, WorldCat, the OCLC union catalog for worldwide book holdings also contains web resources and a variety of other material resources.

Databases Available to Students at the Other Ottawa University Campuses

BNA Human Resources Library: Contains a wealth of information related to personnel management, labor relations, wages and hours law, federal regulations, fair employment law, and international HR. This database is available to HR students in programs at Kansas City, Wisconsin, Arizona campuses. Each campus has an administrator for this database. Students can obtain passwords for this database from HR course instructors.

EBSCOHost: Contains abstracts, as well as full text, for journals and magazine articles. Major databases include Academic Search Elite (coverage for most academic areas), PsychINFO, MLA International Bibliography, Regional Business News, MLA Directory of Periodicals, and Business Source Elite (includes company records from Dun and Bradstreet). EbscoHost is available to students on the Arizona, Wisconsin, Kansas City, Jeffersonville campuses. Students should contact their campus office or the Myers Library for passwords.

LexisNexis Academic Universe: Contains full-text information on a variety of subject databases in the areas of business, medicine and law. This database also contains a substantial newspaper database that searches specialized news sources such as news transcripts, wires, and legal and university newspaper sources. LexisNexis is available to students on the Arizona, Wisconsin, Kansas City, Jeffersonville campuses. Students should contact their campus office or the Myers Library for passwords.

General Policies

PsychINFO: Contains citations and summaries of journal articles, book chapters, books, technical reports, and dissertations in the field of psychology and psychological aspects of related disciplines. Because this database has no full-text articles, librarians can help students locate abstracts in full-text at the Myers Library or through interlibrary loans. This database is available to Arizona students in the Psychology Masters Degree program.

GENERAL POLICIES

Services for Students with Disabilities

Reasonable accommodation for persons with known disabilities will be made in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No person with a known disability will be intentionally excluded from participation in, be denied the benefit of, or otherwise be subject to discrimination under any University policy, program, service, or in relation to employment because of a disability.

University programs and facilities are intended to be accessible to persons with disabilities.

A student with a disability is responsible for contacting Ottawa University's Office of the Registrar to request a reasonable accommodation. The University requires recent medical documentation of a disability and reserves the right to request additional information and documentation if needed; confidential medical information will remain confidential to the extent required by state and federal law. Requests for accommodation and documentation of a disability must be received one month prior to enrollment for the approaching academic term. Additional time may be required for some accommodation requests. Ottawa University's Office of the Registrar will work with the Campus Director/Provost throughout this process.

An employee with a disability is responsible for notifying his/her immediate supervisor to make a reasonable accommodation request. The University requires recent medical documentation of a disability and reserves the right to request additional information and documentation if needed; confidential medical information will remain confidential to the extent required by state and federal law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

ADA compliance is coordinated by the University's Office of Human Resources. You may contact this office if you have questions concerning any part of this process.

Equal Employment Opportunity Statement

Ottawa University is committed to equal employment opportunity and does not unlawfully discriminate in the recruitment of applicants, employment opportunities or general employment practices on the basis of race, age, sex, gender, color, religion, disability, national or ethnic origin, or any other characteristic protected by law.

Mandatory federal and state labor law postings, addressing equal opportunity and other required labor law, are posted at each campus.

Equal Employment Opportunity Policy

In order to provide equal employment and advancement opportunities to all individuals, employment decisions generally will be based on merit, qualifications and abilities.

The University is committed to equal employment opportunity and does not unlawfully discriminate in the recruitment of applicants, employment opportunities or general employment practices on the basis of race, age, sex, gender, color, religion, disability, national or ethnic origin, or any other characteristic protected by law.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor, the appropriate Campus Director, Provost, Vice President, or the University's Director of Human Resources. Employees may in good faith raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Nondiscrimination Statement - Students

Ottawa University is committed to equal opportunities for students and does not unlawfully discriminate in the recruitment of students on the basis of race, age, sex, gender, color, religion, disability, national or ethnic origin, or any other characteristic protected by law.

Nondiscrimination Policy

Ottawa University is committed to equal opportunities for all prospective and current students. The University does not unlawfully discriminate in student recruitment activities, admission policies, academic policies, scholarship and loan programs, athletic and extracurricular services and programs, or other school-administered programs on the basis of race, age, sex, gender, color, religion, disability, national or ethnic origin, or any other characteristic protected by law.

Compliance with regard to nondiscrimination policies is the responsibility of each Campus Director/Provost, who will work in conjunction with the University's Office of Human Resources. Individuals who believe they may have been discriminated against should contact their Campus Director/Provost or the University's Director of Human Resources.

Drug-free Workplace

It is the University's intent to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory and/or safe manner.

While on University premises and while conducting business-related activities off University premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner and does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.

Violations of this policy may also have legal consequences.

General Policies

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance and abides by all University policies, rules and prohibitions relating to conduct in the workplace, and if granting the leave will not cause the University any undue hardship.

Under the Drug-free Workplace Act, an employee who performs work for a government contract or grant must notify the University of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with good faith questions, concerns or issues about this policy or related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the University's Director of Human Resources without fear of reprisal.

Family Educational Rights and Privacy Act

Annually, Ottawa University informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the rights of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with FERPA concerning alleged failures by the institution to comply with the act.

FERPA affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit a written request to the provost, associate dean, registrar, or other designated official that identifies the record(s) to be inspected. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall refer the student to the correct official to whom the request should be addressed.

- The right to request amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable 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 University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff). An official is also a person or company with whom the University has contracted (such as an attorney, auditor or collection agent). A school official is a person serving on the Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his/her professional responsibility.

- The right to file a complaint with the United States Department of Education concerning alleged failures by Ottawa University 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

600 Independence Avenue, SW

Washington, D.C. 20202-4605

The items listed in Categories I, II and III, below are designated as "Directory Information" and may be released for any purpose at the discretion of our institution. Under the provisions of FERPA, students have the right to withhold the disclosure of any or all the categories of directory information. Consider carefully the consequences of any decision to withhold any category of directory information, however, as future requests for such information from noninstitutional persons or organizations will be refused. Ottawa University will honor a request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon the student, the institution assumes no liability for honoring a student's instruction that such information be withheld.

Category I:

Name, address, telephone number, and e-mail address of student and parent. Dates of attendance, classification, course schedule, class lists, and photographs.

Category II:

Previous institution(s) attended; major field of study; awards, honors, degrees conferred (including dates).

Category III:

Past and present participation in officially recognized athletics and activities; physical factors (height, weight of athletes); date and place of birth.

Additional information on policy and procedures may be found in the Student Handbook and/or in the Office of the Registrar.

UNDERGRADUATE ADMISSIONS

Please see page 161 for graduate admissions policies and procedures.

The College

A candidate may apply for admission to Ottawa University by completing the following steps:

1. Submit an application for admission. Applications may be obtained by calling the Office of Admissions at 800-755-5200, #2. Applications are also available online at www.ottawa.edu.
2. Submit scores for either the American College Testing Program (ACT) or Scholastic Aptitude Test (SAT). Scores should be submitted early in the senior year.
3. Submit an official transcript of high school work. A tentative admission decision can be made on the basis of partial transcript (any time after completion of the sixth semester) from the high school, although this decision is contingent upon successful completion of high school. While there are no specific course requirements for admission, it is highly recommended that a candidate's high school transcript reflect a sound college preparatory curriculum.
4. Submit letters of reference. Although these are not required, their submission is encouraged.

Non-High School Graduates

Prospective students without a high school diploma can be admitted by taking the General Educational Development examination (GED). A GED certificate is received by students when they have passed the examination. The successful completion, that is, a score of 269 or better, on the GED examination is considered the equivalent of high school completion. The GED examination is offered through the Adult Education Program in Ottawa. The Office of Admissions or the Office of Financial Services has additional information available upon request.

Transfer Students

Ottawa University welcomes applicants for admission who have completed part of their education at another college or university. The applicant should have attained a minimum grade average of "C" (2.00 GPA or its equivalent). Official transcripts from all colleges previously attended must be submitted for evaluation.

Ottawa University maintains continuous communication with two-year community colleges in the states of Kansas and Missouri. The University is anxious to assist students graduating from two-year programs in making a smooth and effective transition to its Bachelor of Arts program without loss of semester credit hours or time. In most cases, students transferring from two-year institutions perform successfully in the Ottawa program and are able to make the transition with few difficulties.

Provisional Enrollment at The College

Students who have been unable to submit complete credentials by the beginning of the semester for which they have requested admission may be allowed to enroll on a provisional basis. Students with provisional enrollment must have all credentials filed in the Office of the Registrar no later than the end of the second week of class. In accordance with federal regulations, students on provisional status may not have any federal financial aid disbursed to them until all credentials have been received and evaluated to determine whether they meet satisfactory academic progress requirements.

International Students at The College

International students may apply for admission. Applications must include the following:

- A completed Ottawa University Undergraduate Application Form.
- \$15 application fee.
- Official transcripts of completed secondary education and certificate of graduation, if available; documents should be translated into English by an official translator.
- Official transcripts of any college or university coursework and certificate of graduation, if available; documents should be translated into English by an official translator.
- A TOEFL score of at least 530 (paper version) or 200 (computer version) for students from non-English speaking countries.
- Statement and Confirmation of Finances form.
- Statement from a bank that sufficient funds are available to cover the student's expenses at Ottawa University.

In some cases, special test scores for tests given to all students from a particular country may be required. An evaluation of the student's transcripts by a private credentials evaluation agency, at the student's expense, may also be necessary.

Readmission of Former Students at the College

A student who wishes to re-enter Ottawa University after a lapse of one academic semester or more must reapply to the Office of the Registrar for a reactivation of his/her file. Approval from the Office of Financial Services, Business Office, Dean of Student Services Office, and Office of the Registrar is required for readmission. Any student returning after two semesters of nonattendance becomes subject to the catalog and program in effect at the time of the student's re-entry.

Admissions Committee

The admissions committee reviews applications from students who fail to meet minimum admissions standards and makes recommendations relevant to their admission. This committee consists of faculty, staff and administrators appointed by the Provost.

Program for Occasional Students

Persons desiring to receive instruction in any particular department of The College without being candidates for a degree may be admitted as occasional students, provided they can prove themselves qualified to pursue with advantage the studies of the department concerned. Occasional students are permitted to enroll for semester credit in regularly scheduled courses at one-half the normal per credit hour tuition rate. The occasional student tuition rate does not apply to directed study courses, advanced study courses, internships, TechSkills courses, summer school courses, or the student teaching semester. Admission to courses is allowed on a space-available basis, with priority given to full-time, degree-seeking students. Occasional students who have not already received a baccalaureate degree may not enroll for more than a total of 16 semester credit hours at the one-half tuition rate. If an occasional student decides to seek formal admission to Ottawa University's degree program, hours earned as an occasional student may be counted toward an Ottawa

Undergraduate Admissions

University degree. After formal admission, occasional students will be required to pay the regular tuition and fees as full-time, degree-seeking students. Semester credits earned as an occasional student may also be transferred to other colleges. Additional information as well as application forms may be obtained from the Office of Admissions.

The College Visitation

Prospective students are encouraged to visit The College to meet faculty and students and to visit classes prior to making their decision. Members of the admissions staff are available throughout the year. Office hours are from 8:00 a.m. to 5:00 p.m. on weekdays or by appointment on weekends. Students are invited to be guests of The College for meals and lodging during their visits. Arrangements should be made by contacting the Office of Admissions at least a week in advance of a proposed visit. Special events at The College, hosted by the Office of Admissions, give prospective students a chance to meet faculty, students and staff, and learn more about Ottawa University, the admissions process and financial aid. When a campus visit is not possible, visits by our admissions counselors can be arranged at the student's home, school or church.

Adult Campuses

Ottawa University maintains a flexible admission policy for adult learners based on adult learning theory and practice. The admission process begins with an interview between the prospective student and the faculty advisor. Consideration is given to career/work experience, academic experience and other life experiences. In short, Ottawa University believes that recent achievement and the motivation to learn are more reliable indicators of academic success for adult learners than high school records or college classes taken many years ago. Consequently, standardized testing is not required for admission. In other words, the student and faculty advisor make up the admissions committee.

In addition to the interview, each applicant must submit the following information for admission:

- Completed application form.
- Application fee.
- Official documentation of high school or GED completion.
- Official transcripts from all previous colleges and universities attended. Students can be admitted conditionally with unofficial copies of transcripts.

Note: To officially transfer semester credits, transcripts must be sent directly to Ottawa University from previous institutions attended.

International Instructional Sites

The Ottawa University Office of International Programs oversees programs in foreign countries. The Office is based at The College. Currently, the undergraduate Bachelor of Arts in Business Administration (BABA) degree completion program is offered at sites in Hong Kong, Malaysia and Singapore. Our Master of Business Administration (MBA) and Master of Arts in Human Resources (MAHR) are currently offered at selected locations in Asia. Ottawa University welcomes students of every nationality regardless of racial, religious, ethnic or cultural background. Admission decisions are based solely on the academic qualifications of applicants.

Undergraduate Admissions

English Requirements

All international undergraduate and graduate students at Ottawa University are required to demonstrate proficiency in English. Proficiency can be demonstrated by submitting or scheduling at one of the following evaluation processes:

1. TOEFL score of 500 or higher on the paper-based TOEFL.
2. TOEFL score of 197 or higher on the computer-based TOEFL.
3. IELTS overall band score of 6.0 or higher.
4. Completion of at least 30 transferable semester credit hours at a U.S. college or university.
5. Interview with an Ottawa University faculty member.
6. A 250-word statement of professional goals and confirmation in Proseminar, the first liberal arts studies course to be taken by an international student.

Application Information

In order to make application to the Ottawa University International Program, the following must be submitted:

1. A completed International Programs application form.
2. A passport-size photograph attached to the application form.
3. Official copies in English of all transcripts from all secondary schools, colleges or universities attended.
4. A 250-word statement of professional goals.
5. A nonrefundable fee as applicable*.

**Application fees vary from country to country. Please contact the Office of International Programs.*

Admission Categories

Evaluation of application and review of transcripts determines the admission category for undergraduate programs. The admission categories are the following:

1. Full Admission: Applicant is admitted to Ottawa University and has met the necessary requirements for admission to the University degree program. Student may register and begin the degree program.
2. Provisional Admission: Applicant is admitted to Ottawa University with the provision that he/she eventually meets the necessary graduation requirements. The student is able to register and begin the program.
3. Pending Due to More Information Needed: Applicant is not admitted to Ottawa University due to missing essential information or documentation. The local representative and applicant are notified in writing as to what information is needed. Applicant cannot begin the program when status is pending.
4. Deferred: Applicant is not admitted to Ottawa University. The local representative and applicant are notified in writing.

Graduate Students

Graduate students should consult the Office of International Programs for specific information and admissions process.

Undergraduate Admissions

UNDERGRADUATE TRANSFER CREDIT POLICIES

Please see page 162 for graduate program transfer credit policies.

Ottawa University values a student's previous coursework and is concerned that no student be penalized in the process of transferring. The following policies affect transfer students:

- All courses completed successfully at regionally accredited institutions of higher education are accepted at face value. Coursework is transferred as if it had been taken at Ottawa University, except that failing grades are not transcribed. Semester credit hours are given for all passing grades. Semester credit hours are not, however, transferred for participation in varsity sports, remedial or developmental courses. Students must request that official transcripts from all colleges and universities attended be sent to the registrar at their Ottawa University campus.
- Work completed successfully at other, selected institutions is accepted upon approval after completion of 20 semester credit hours of satisfactory (2.00 GPA) coursework at Ottawa University. Semester credit hours transferred from such institutions are counted toward hours earned but not GPA. Students must request that official transcripts be sent to the registrar at their Ottawa University campus.

Other Sources of Credit

Ottawa University values the student's previous academic, professional and community experiences. In addition to direct transfer of semester credit hours earned from accredited institutions, students may earn semester credit hours through other options.

Credit by Examination

Semester credit hours are awarded for the successful completion of examinations from approved national testing programs, including Advanced Placement (AP), Berlitz, College-Level Examination Program (CLEP), Excelsior, DANTES, Regents, and International Baccalaureate (IB). Semester credit awards are based on recommendations of the American Council of Education (ACE), wherever applicable. Students who seek to transfer credit by examination must request that official score reports be sent directly to the registrar at their Ottawa University campus.

Credit by Evaluation

Credits recommended from the American Council of Education (ACE) for noncollegiate training programs transfer directly, provided that the student submits official documentation of completion to the registrar at the student's Ottawa University campus.

Ottawa University has evaluated various instructional programs that are not currently evaluated by ACE but demonstrate the academic outcomes and rigor expected in college-level learning and are applicable to Ottawa University programs. Examples include health care and other professional training programs.

Military Credit

Ottawa University transfers directly all associate and baccalaureate credit evaluated by the ACE as defined in the Guide to Evaluation of Educational Experiences in the Armed Forces. Credits that are given a vocational designation by ACE transfer after the completion of 20 semester credit hours of Ottawa University coursework. Students requesting evaluation of military training must provide original documentation to the registrar at their

Ottawa University campus. The documents will be photocopied and the originals returned to the student. The following are acceptable source documents for military credit evaluation: DD-214 Transfer or Discharge Papers; DD-295 Military Evaluation of Educational Experiences; AARTS Army/American Council on Education Registry Transcript System (transcripts are available for service on/after October 1, 1981;. students must request the transcript on form DD-5454); Certificate of Course Completion for a Military Occupational Specialty (MOS).

Credit by Assessment

Ottawa University is committed to recognizing the educational importance of prior learning that has been accomplished, whether that learning was achieved through a traditional classroom or through the self-motivation of the student in settings other than the classroom.

Through the credit by assessment process, students may apply for semester credit hours for learning from formal or semiformal training, work experience or non-work-related experiences by writing a learning portfolio. The portfolio includes reflective statements about the learning experience and outcomes, analyzes the learning in terms of competencies, documents the learning with supportive evidence, relates the learning to the degree program, and assesses the learning for academic semester credit. The student is guided through this endeavor through a course on experiential learning and a close working relationship with a faculty advisor.

Transcript Classifications

Ottawa University has three transcript divisions: undergraduate, graduate and professional education. A separate grade point average is calculated for each.

The undergraduate transcript reflects coursework taken by students (degree-seeking and non-degree-seeking) who do not hold a bachelor's degree and students who are pursuing Teacher Certification/Licensure.

The graduate transcript reflects coursework taken by students (degree-seeking, non-degree-seeking and CAGS) enrolled in master's level courses.

The professional education transcript reflects graduate-level professional development and recertification courses.

Course Numbering System

In general, the courses are numbered as follows:

10000 to 29999 are first-year and sophomore-level courses.

30000 to 49999 are junior- and senior-level courses.

7001 to 8993 are graduate-level courses.

Undergraduate Degree-Seeking Student Classifications

Student classification is determined by the number of semester credit hours earned through coursework as transfer semester credit hours or both. The levels are as follows:

1-23 semester credit hours	First Year
24-53 semester credit hours	Sophomore
54-91 semester credit hours	Junior
92+	Senior

Course Load

Special Students

Students who desire to receive instruction in a particular academic division without being a candidate for a degree are welcomed at Ottawa University. They may enroll for semester credit hours in regularly scheduled courses on a space available basis. Please check with your campus for any special conditions regarding tuition rates, financial aid or semester credit limitations that may apply.

COURSE LOAD

The College (Semester Term)

Undergraduate Coursework

Full-Time	12 semester credit hours and up
Part-Time	Less than 12 semester credit hours

The College (Summer Term)

Undergraduate Coursework

Full-Time	6 semester credit hours and up
Part-Time	Less than 6 semester credit hours

Arizona Campus, Kansas City's Campus Health Care Program (12-Week Terms)

Undergraduate Coursework

Full-Time	8 semester credit hours and up
Part-Time	Less than 8 semester credit hours

Arizona (Summer Term)

Undergraduate Coursework

Full-Time	4 semester credit hours and up
Part-Time	Less than 4 semester credit hours

Jeffersonville, Milwaukee, Kansas City* Campuses (8-Week Terms)

***Kansas City's Health Care Program is not included.**

Undergraduate Coursework

Full-Time	4 semester credit hours and up
Part-Time	Less than 4 semester credit hours

International Instructional Programs

Undergraduate Coursework

Full-Time	6 semester credit hours and up
Part-Time	Less than 6 semester credit hours

All Graduate Programs (12-Week Terms)

Full-Time	6 semester credit hours and up
Part-Time	Less than 6 semester credit hours

Arizona Campuses Graduate Programs (Summer Term Only)

Full-Time	3 semester credit hours and up
Part-Time	Less than 3 semester credit hours

EXPENSES

Charges, Payment Plan and Penalties

Ottawa University reserves the right to adjust any and all charges, including tuition, room, board, and fees, at any time deemed necessary.

The College

Prepayment

New Students

To confirm an offer of admission, a tuition deposit of \$150 is required of which the \$100 enrollment fee is credited to the student's tuition charges upon registration, and \$50 is applied as a Housing Reservation fee. The housing deposit may be refunded at the time of graduation or at the time of withdrawal from the University, provided all bills are paid and all campus equipment or property is returned to the University in good condition. The senior class may recommend that any deposits be gifted to The College toward a Senior Class gift.

Returning Students

Returning students are required to pay a deposit of \$50 prior to the April 1 deadline to reserve a room in University housing. The full amount is applied to charges.

Estimated Cost of Attending (2003-2004)

Estimated Tuition and Fees

The following are estimated for the 2003-2004 academic year:

	Semester	Year
Tuition (12 to 18 semester credit hours)	\$6,405	\$12,810
Fees (12 to 18 semester credit hours)	\$ 125	\$ 250
Tuition (less than 12 semester credit hours)	\$ 430 per semester credit hour	
Tuition (more than 18 semester credit hours)	\$ 355 per semester credit hour for each additional hour over 18, plus base tuition for semester noted above (Tuition 12-18 semester credit hours).	

Estimated Cost of Books and Supplies

Students can expect to pay from \$400 to \$500 per semester for books and supplies depending on the classes taken. Books and supplies may be purchased from the Ottawa University Bookstore.

Estimated Cost of Room and Board

The following are estimated for the 2003-2004 academic year:

	Semester	Year
Board (19 meals a week)	\$1,480	\$2,960
Room (double occupancy)	\$1,200	\$2,400

Guaranteed single rooms may be available for an additional fee.

Expenses

Estimated Cost of Personal Expenses

Students can expect to pay \$500 per semester for personal items.

Estimated Transportation Costs

Commuting students can expect to pay \$250 per semester for transportation costs.

Estimated Additional Costs

Additional costs, such as those associated with courses, are identified on the schedule of courses. Course fee information is as complete and accurate as possible at the time the course schedules are completed. Ottawa University reserves the right to amend, add or delete fees associated with courses offered. See Special Fees on page 39.

Special Enrollment Tuition Rates

Occasional Student Tuition Rate

The occasional student tuition rate is for a student enrolled in no more than one course each semester (excluding student teaching and summer school). This rate is charged one-half the current per semester credit hour tuition rate. Occasional students are not degree seeking.

Teacher Certification Tuition Rate

The teacher certification tuition rate is for students who are seeking teacher certification only. These students have already earned a bachelor's degree. This excludes student teaching and summer school. Student Benefit fee applies.

Audit Tuition Rate

Audit tuition rate is \$50 per course. Students must have the consent of the instructor. Academic records are not kept and students are not enrolled for audited courses.

The Student Benefit Fee applies. Please see page 39.

Please note: Students enrolled under these special enrollment tuition rates may not be eligible for financial aid.

Summer Session Charges

The rates for summer course offerings are lower than the rate charged for the regular academic year. Student activities and student services are operated on a reduced level. Financial aid may be available when attending summer session. Please contact the Department of Financial Aid for more information. Special tuition rates for occasional students are not applicable for summer courses. Students registering for courses as an audit must take note: during the summer sessions, courses taken under these options must already have met the minimum enrollment requirement of eight students.

Guidelines for Payment of Tuition, Fees and Other Charges to The College

A student account statement of semester charges, less any financial aid, is provided to the student at registration. The balance due is reflected on the student account statement. The University offers two payment options for students:

- Tuition, fees, room, board, and other applicable charges are all due at the time of registration. The student must have made satisfactory payment arrangements through the Department of Financial Aid or Business Office.

- A student may enroll in a University-approved payment plan administered by an outside agency. The plan provides a way for the student to begin payments in July, before registration, without being charged any interest if the account is paid in full by November 1 for the fall semester and by April 1 for the spring semester. The service requires an administrative fee to be paid to the agency with the initial payment.

Students also should bring enough money to registration to purchase books and supplies. Student negligence debts (fines, property damage or loss, assessed fees) may be added to a student's account and are to be paid within the University's guidelines.

Registration for a new semester of classes is not allowed until a student's account for the previous semester is paid. Diplomas, transcripts and other records are not to be released until accounts are fully paid. Ottawa University reserves the right to dismiss a student for non-payment of the student account.

Special Fees

Special fees apply in the following categories:

Security Deposit

This deposit may be refunded upon graduation or withdrawal from the University provided all bills are paid and all campus equipment or property is returned to the University in good condition.

Replacement of Lost ID Fee

A \$50 fee is assessed for each replacement of a student ID card.

Student Benefit Fee

This fee is used to purchase new computers for student use in the Academic Computing Lab, as well as to provide equipment for other facilities. The Student Senate makes decisions regarding the allocation of the Student Benefit Fee funds. The supervision of these expenditures is the responsibility of the Budget Committee of the Student Senate. The Student Senate makes decisions regarding the allocation of the Student Benefit Fee funds including the distribution of funds requested by student organizations.

Past recipients to benefit from student fees include the library, Wellness Center, Alpha Psi Omega, Black Student Union, CFA, Education Club, Inter-Club Council, Student Activity Fee (SAF), Student Senate, and the Whole Earth Club.

The student's account is adjusted to reflect the increased fee when students add classes. No refunds of this fee can be given after registration.

The following schedule is adhered to regardless of the tuition rate being charged:

Semester Credit Hours Enrolled	Semester Fee
1 - 5	No fee
6 - 8	\$ 65
9 - 11	\$ 95
12 +	\$ 125

Expenses

Late Registration Fee

For late registration, the fee is \$50. This fee applies to those students who register after 5:00 p.m. on the day of registration or on the last day if registration is scheduled for more than one day. No refunds are made for late registration fees assessed.

Private Music Instruction Fee

The private music instruction fee in voice, piano, organ, string, or band instruments is \$150 per semester. Private instruction normally consists of 12 30-minute private lessons per semester. Use of the practice rooms is included in the above charge.

Student Teaching Fee

Students having a practice teaching assignment (EDU 41027 Student Teaching: Elementary or EDU 42027 Student Teaching: Elementary and/or EDU 41037 Student Teaching: Secondary or EDU 42037 Student Teaching: Secondary) pay an additional fee of \$160 for added coordination expenses. Special placement of student teachers may result in a higher charge.

Graduation Fee

The University assesses a graduation fee of \$100 at the time the student registers for LAS 42515 Writing: Applying the Disciplines. This fee covers the cost of graduation (diploma, diploma cover, cap, gown, etc.) for seniors.

Transcript Fee

A transcript is issued after receipt of written consent from the student and after assuring the student has paid all financial obligations to the University. Copies of official transcripts are issued without charge. A fee is assessed for "special handling" such as "rush" or fax requests for transcript.

Administrative Fee

An administrative fee of \$100 is assessed to students who register for courses but fail to attend class. This administrative fee is assessed the first day of class each semester.

Returned Check Charge

The University accepts checks in payment of an obligation. If the student has had checks returned in the past or the student cannot be properly identified, the University refuses to accept a check in payment of an obligation. No post-dated checks are accepted. Checks are not to be held for deferred deposit. A returned check fee of \$25 is assessed for all returned checks.

Penalties for Collection

Penalties for collection of an unpaid balance on a student account may be assessed up to 40 percent of the unpaid balance due.

Arizona Campuses

Prepayment

Application Fees	One-Time Fee:
Undergraduate	\$ 40
Graduate	\$ 50

Estimated Cost of Attending (2003-2004)

Estimated Tuition and Fees

The following are estimated for the 2003-2004 academic year:

Undergraduate Tuition	Per Semester Credit Hour
Undergraduate	\$250
Undergraduate – Online	\$250
Undergraduate – Directed Study	\$300

Graduate Tuition	Per Semester Credit Hour
Education	\$255
Human Resources/Business Administration/Psychology/Counseling	\$290
Online Business Admin/Human Resources	\$375
Credit by Assessment	\$ 50 plus regular per credit hour charge
Professional Education Program	\$130 – varies by semester credit hour class

Estimated Cost of Books and Supplies

The cost of books and supplies is dependent upon the class being taken. Most books are purchased by the student through an online supplier.

Special Enrollment Tuition Rates

Audit Tuition Rate

Audit tuition rate cost is 50% of the regular per semester credit hour rate. Students must have the consent of the instructor and academic dean. Academic records are not kept; students are not enrolled for audited courses.

** Please note: Students enrolled under the special enrollment tuition rate may not be eligible for financial aid.*

Guidelines for Payment of Tuition, Fees and Other Charges to Arizona Campuses

The University offers two payment options for students:

- Tuition, fees and other applicable charges are all due at the time of registration. The student must have made satisfactory payment arrangements through the Department of Financial Aid or Business Office.
- The student may enroll in a University-employer reimbursement deferred payment plan. The plan provides a way for the student to defer payments until 45 days after the end of the term. The service does require a non-refundable administrative fee of \$45 to be paid to the University along with any charges in excess of a student's employer reimbursement eligibility.

Expenses

Registration for a new term of classes is not allowed until a student's account for the previous term has been paid. Diplomas, transcripts and other records are not released until accounts are fully paid. Ottawa University reserves the right to dismiss a student for non-payment of the student account.

Special Fees

Special fees apply in the following categories:

Late Registration Fee

For late registration, the fee is \$15 per class. Classes are closed when the maximum enrollment is reached. No refunds are made for late registration fees assessed.

Graduation Fee

For the undergraduate level, the University assesses a graduation fee of \$100 at the time the student registers for LAS 45012 Graduation Review. For the graduate level, the University assesses a graduation fee of \$100. These fees cover the cost of graduation (diploma, diploma cover, cap, gown, etc.) for seniors.

Transcript Fee

A transcript is issued after receipt of written consent from the student and after assuring the student has paid all financial obligations to the University. Copies of official transcripts are issued without charge. A fee is assessed for "special handling" such as "rush" or fax requests for transcript.

Returned Check Charge

The University accepts a check in payment of an obligation. If the student has had checks returned in the past or the student cannot be properly identified, the University refuses to accept a check in payment of an obligation. No post-dated checks are accepted. Checks are not held for deferred deposit. A returned check fee of \$25 is assessed for all returned checks.

Student Account Balances

Students with outstanding balances are sent to collections if payment is not met in the agreed upon timeframe. Penalties for collection of an unpaid balance on a student account may be assessed up to 40 percent of the unpaid balance due.

Kansas City Campus

Prepayment

Application Fees	One-Time Fee:
Undergraduate	\$ 40
Graduate	\$ 50
Professional Education Program	\$ 15

Estimated Cost of Attending (2003-2004)

Estimated Tuition and Fees

The following are estimated for the 2003-2004 academic year:

Undergraduate Tuition	Per Semester Credit Hour
Undergraduate	\$ 250
Undergraduate – Online	\$ 275

Graduate Tuition	Per Semester Credit Hour
Human Resources	\$ 335
Online Human Resources	\$ 360
Online Business Administration	\$ 375 – through Arizona campuses
Credit by Assessment	\$ 50
Independent Study	\$ 265 (except LAS 390 and LAS 450)
Professional Education Program	\$ 115

Estimated Cost of Books and Supplies

The cost of books and supplies is dependent upon the class being taken. Most books are purchased by the student through an online supplier. *PEP students will receive materials and books on the first day of class.

Special Enrollment Tuition Rates

Audit Tuition Rate

Audit tuition rate is \$50 per course. Students must have the consent of the instructor. Academic records are not kept; students are not enrolled for audited courses.

PEP Audit Tuition Rate

PEP audit tuition rate is \$25 per course.. Academic records are not kept; students are not enrolled for audited courses.

* Please note: Students enrolled under these special enrollment tuition rates may not be eligible for financial aid.

Guidelines for Payment of Tuition, Fees and Other Charges to the Kansas City Campus

A student account statement of term charges, less any financial aid, is provided to the student at registration. The balance due is reflected on the student account statement. The University offers two payment options for students:

Expenses

- Tuition, fees and other applicable charges are all due at the time of registration. The student must have made satisfactory payment arrangements through the Department of Financial Aid or Business Office.
- The student may enroll in a University-employer reimbursement deferred payment plan. The plan provides a way for the student to defer payments until 45 days after the end of the term. The service requires a non-refundable administrative fee of \$45 to be paid to the University along with any charges in excess of a student's employer reimbursement eligibility.

Registration for a new term of classes is not allowed until a student's account for the previous term has been paid. Diplomas, transcripts and other records are not released until accounts are fully paid. Ottawa University reserves the right to dismiss a student for non-payment of the student account.

Special Fees

Special fees apply in the following categories:

Student Teaching Fee

Students having a practice teaching assignment (EDU 41027 Student Teaching: Elementary or EDU 42027 Student Teaching: Elementary and/or EDU 41037 Student Teaching: Secondary or EDU 42037 Student Teaching: Secondary) pay an additional fee of \$175 for added coordination expenses. Special placement of student teachers may result in a higher charge.

Graduation Fee

The University assesses a graduation fee of \$100 at the time the student registers for LAS 45012 Graduation Review. This fee covers the cost of graduation (diploma, diploma cover, cap, gown, etc.) for seniors.

Transcript Fee

A transcript is issued after receipt of written consent from the student and after assuring the student has paid all financial obligations to the University. Copies of official transcripts are issued without charge. A fee is assessed for "special handling" such as "rush" or fax requests for transcript.

Returned Check Charge

The University accepts a check in payment of an obligation. If the student has had checks returned in the past or the student cannot be properly identified, the University refuses to accept a check in payment of an obligation. No post-dated checks are accepted. Checks are not held for deferred deposit. A returned check fee of \$25 is assessed for all returned checks.

Student Account Balances

Students with balances are sent to collections if payment is not met in the agreed upon timeframe. Penalties for collection of an unpaid balance on a student account may be assessed up to 40 percent of the unpaid balance due.

Jeffersonville Campus

Prepayment

Application Fees

One-Time Fee:

Undergraduate	\$ 40
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Estimated Cost of Attending (2003-2004)

Estimated Tuition and Fees

The following are estimated for the 2003-2004 academic year:

Undergraduate Tuition

Per Semester Credit Hour

Undergraduate	\$240
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Estimated Cost of Books and Supplies

The cost of books and supplies is dependent upon the class being taken. Most books are purchased by the student through an online supplier.

Guidelines for Payment of Tuition, Fees and Other Charges to the Jeffersonville Campus

A student account statement of term charges, less any financial aid, is provided to the student at registration. The balance due is reflected on the student account statement. The University offers two payment options for students:

- Tuition, fees and other applicable charges are all due at the time of registration. The student must have made satisfactory payment arrangements through the Office of Financial Services or Business Office.
- The student may enroll in a university employer reimbursement deferred payment plan. The plan provides a way for the student to defer payments until 45 days after the end of the term. The service requires a non-refundable administrative fee of \$45 to be paid to the University along with any charges in excess of a student's employer reimbursement eligibility.

Registration for a new term of classes is not allowed until a student's account for the previous term has been paid. Diplomas, transcripts and other records are not released until accounts are fully paid. Ottawa University reserves the right to dismiss a student for non-payment of the student account.

Special Fees

Special fees apply in the following categories:

Graduation Fee

The University assesses a graduation fee of \$100 at the time the student registers for LAS 45012 Graduation Review. This fee covers the cost of graduation (diploma and diploma cover) for seniors.

Expenses

Transcript Fee

A transcript is issued after receipt of written consent from the student and after assuring the student has paid all financial obligations to the University. Copies of official transcripts are issued without charge. A fee is assessed for "special handling" such as "rush" or fax requests for transcript.

Returned Check Charge

The University accepts a check in payment of an obligation. If the student has had checks returned in the past or the student cannot be properly identified, the University refuses to accept a check in payment of an obligation. No post-dated checks are accepted. Checks are not held for deferred deposit. A returned check fee of \$25 is assessed for all returned checks.

Student Account Balances

Students with outstanding balances are sent to collections if payment is not met in the agreed upon timeframe. Penalties for collection of an unpaid balance on a student account may be assessed up to 40 percent of the unpaid balance due.

Milwaukee Campus

Prepayment

Application Fees

One-Time Fee:

Undergraduate

\$ 40

Graduate

\$ 50

Estimated Cost of Attending (2003-2004)

Estimated Tuition and Fees

The following are estimated for the 2003-2004 academic year:

Undergraduate Tuition

Per Semester Credit Hour

Undergraduate

\$237.50

Graduate Tuition

Per Semester Credit Hour

Online Business Administration

\$375.00 – through the Arizona campuses

Directed Study

\$252.50

Professional Education Program

\$175.00

Estimated Cost of Books and Supplies

The cost of books and supplies is dependent upon the class being taken. Most books are purchased by the student through an online supplier.

Special Enrollment Tuition Rates

Audit Tuition Rate

Audit tuition rate cost is \$50 per course. Students must have the consent of the instructor. Academic records are not kept; students are not enrolled for audited courses.

** Please note: Students enrolled under the special enrollment tuition rate may not be eligible for financial aid.*

Guidelines for Payment of Tuition, Fees and Other Charges to the Milwaukee Campus

A student class confirmation is mailed to the student prior to registration. A student account statement of term charges, less any financial aid, is provided to the student two weeks after registration. The balance due, if any, is reflected on the student's statement. The tuition payment is due in full the first week of the term net of financial aid.

Registration for a new term of classes is not allowed until a student's account for the previous term has been paid. Diplomas, transcripts and other records are not released until accounts are fully paid. Ottawa University reserves the right to dismiss a student for non-payment of the student account.

Special Fees

Special fees apply in the following categories:

Graduation Fee

The University assesses a graduation fee of \$100 at the time the student registers for LAS 45012 Graduation Review. This fee covers the cost of graduation (diploma, diploma cover, cap, gown, etc.) for seniors.

Transcript Fee

A transcript is issued after receipt of written consent from the student and after assuring that the student has paid all financial obligations to the University. Copies of official transcripts are issued without charge. A fee is assessed for "special handling" such as "rush" or fax requests for transcript.

Returned Check Charge

The University accepts a check in payment of an obligation. If the student has had checks returned in the past or the student cannot be properly identified, the University refuses to accept a check in payment of an obligation. No post-dated checks are accepted. Checks are not held for deferred deposit. A returned check fee of \$25 is assessed for all returned checks.

Student Account Balances

Students with outstanding balances are sent to collections if payment is not met in the agreed upon timeframe. Penalties for collection of an unpaid balance on a student account may be assessed up to 40 percent of the unpaid balance due.

Expenses

International Instructional Sites

Prepayment

Application Fees

One-Time Fee:

Undergraduate

\$ 25

Estimated Cost of Attending (2003-2004)

Estimated Tuition and Fees

The following are estimated for the 2003-2004 academic year:

Undergraduate Tuition	Per Meeting		
Hong Kong	Meeting 1		\$2,190
	Meeting 2-5		\$1,690
Malaysia	Meeting 1		\$1,900
	Meeting 2-5		\$1,400
Singapore	Meeting 1		\$2,000
	Meeting 2		\$1,680
	Meeting 3-4		\$1,600
	Meeting 5		\$1,120

Estimated Cost of Books and Supplies

The cost of books and supplies is dependent upon the class being taken.

Guidelines for Payment of Tuition, Fees and Other Charges to International Instructional Sites

The student account balances must be paid to the partner prior to the start of the class. Registration for a new term of classes is not allowed until a student's account for the previous term has been paid. Diplomas, transcripts and other records are not released until accounts are fully paid. Ottawa University reserves the right to dismiss a student for non-payment of the student account.

Special Fees

Special fees apply in the following categories:

Diploma Fee

The University assesses a graduation fee of \$50 at the time the student registers for the fifth meeting. This fee covers the cost of graduation (diploma, diploma cover, etc.).

Transportation Fee

A fee of \$100 is assessed when the student enrolls for the fifth meeting to be held at The College. This covers transportation to the various tours taken while in the United States for the final meeting prior to graduating.

Transcript Fee

A transcript is issued after receipt of written consent from the student and after assuring the student has paid all financial obligations to the University. Copies of official transcripts are issued without charge. A fee is assessed for "special handling" such as "rush" or fax requests for transcript.

Expenses

Returned Check Charge

The University accepts a check in payment of an obligation. If the student has had checks returned in the past or the student cannot be properly identified, the University refuses to accept a check in payment of an obligation. No post-dated checks are accepted. Checks are not held for deferred deposit. A returned check fee of \$25 is assessed for all returned checks.

FEES AT-A-GLANCE

	Arizona	Kansas	Wisconsin	Indiana	International	The College
Undergraduate Application Fee						
(One Time Fee Only)	40	40	40	40	25	15
Graduate Program Application Fee						
(One Time Fee Only)	50	50	50	N/A	*	*
Professional Education Application Fee	15	*	*	*	*	*
Late Registration Fee - Per Class	15	*	*	*	*	50
Employer Deferment Fee	45	45	45	45	*	*
Graduation Fee - Undergraduate	100	100	100	100	*	*
Graduation Fee - Graduate	100	100	100	*	*	*
Add/Drop Fee	15	*	*	*	*	*
Returned Check Fee	25	25	25	25	25	25
DANTES Testing Fee	90	90	90	*	*	*
Course Audit Fee (Per Semester Credit Hour)	50	50	50	*	*	50 (per course)
PEP Audit Tuition Fee	*	25	*	*	*	*
Credit by Assessment - Fee	*	*	*	*	*	*
(Claimed Per Semester Credit)	50	50	50	50	*	*
MA Research Project Binding Fee	*	*	*	*	*	*
MA Counseling COMPS Fee	145	*	*	*	*	*
Student Teaching Fee	50	175	*	*	*	160
Enrollment Fee	*	*	*	*	*	100
Housing Reservation Fee	*	*	*	*	*	50
Lost ID Fee	*	*	*	*	*	50
Student Benefit Fee	*	*	*	*	*	125

BOOKSTORE

The College

The Union Bookstore, is located near the east entrance of the Mowbray Student Union, and offers textbooks and a wide variety of supplies, clothing and sundry items. Store hours are 9:00 a.m. to 4:00 p.m., Monday through Friday and on Saturdays during The College-wide events. Textbooks are available for students at the beginning of each semester and may be returned during finals at the end of both the fall and spring semesters.

Adult Campuses

Textbooks are available through appropriate vendors at each Ottawa University adult campus. Purchases can be made via email, Internet, fax, phone, or in person (Arizona only). Ottawa University merchandise is available for purchase at each campus or through Ottawa's website. Please contact your local campus for more information.

International Instructional Sites

Please contact your international instructional site for more information.

FINANCIAL AID

Many students find it necessary to obtain financial assistance to attend Ottawa University. Recognizing this need and desiring to see every qualified student attend, Ottawa University offers each applicant a total financial planning service. The types of financial aid available may vary by student and location. In addition, many sources of financial aid administered by Ottawa University are controlled by governmental agencies external to the University. The following information is correct at the time of printing and subject to change.

The Department of Financial Aid assists a large percentage of Ottawa University students. Consideration that is fair and equitable can only be given after the student has submitted the proper application documents to determine eligibility. Students are urged to submit an application well in advance of registration dates, as processing the paperwork may require eight to twelve weeks. The application deadline for students attending The College is March 15 for the following fall semester. Applying by this deadline will assure the student of consideration for all types of aid. There is no application deadline for students attending the adult campuses. Students must promptly respond to requests for additional documents and forms to allow the staff in the Department of Financial Aid time to process applications.

Aid is awarded on the basis of financial need (except for unsubsidized Stafford and PLUS Loans). When a student applies for federal student aid, the information reported is used in a formula, established by the U.S. Congress, that calculates the expected family contribution (EFC), which is the amount the student and family are expected to contribute toward the student's education.

The Federal Methodology (FM) indicates the amount student and family are expected to contribute toward the student's education. It includes factors such as taxable and nontaxable income, assets (savings, etc.), benefits (Social Security or unemployment insurance), and the number of family members in college. The amount calculated is subtracted from the cost of attending Ottawa University, yielding the financial need. Students may receive a booklet describing the formula in detail by writing to:

Federal Methodology

Federal Student Aid Programs

P.O. Box 84

Washington, D.C. 20044

Or call 800-4-FED-AID

The EFC is used in an equation to determine the student's financial need:

Cost of Attendance

- Expected Family Contribution (determined by FM)

= Financial Need

Financial Need

The Department of Financial Aid calculates the cost of attendance (COA) and subtracts the amount the student and family are expected to contribute toward that cost (EFC). The difference is considered to be the financial need of the student. In determining financial need, all other aid expected to be received (e.g. scholarships, VA benefits, employer reimbursement, etc.) must be taken into consideration.

The University reserves the right to review or modify a student's financial aid award at any time due to changes in status; new, conflicting or incorrect information; human error; or availability of funds. Financial aid offered through the University is made in good faith but may be canceled or reduced if funds become unavailable.

Basic Consumer Information

Upon request, the student may obtain information regarding the following topics by contacting the Department of Financial Aid:

- Rights under the Family Education Rights and Privacy Act (FERPA).
- Family Federal Education Loan (FFEL) Deferments for Performed Services (e.g. Peace Corps).
- Description of all available federal, state, local, private, and institutional financial need-based and non-need-based assistance programs and for each program a description of:
 - Application form and procedures.
 - Student eligibility requirements.
 - Selection criteria.
 - Criteria for determining the amount of a student's award.
- Rights and responsibilities of students receiving Title IV and other financial aid including:
 - Criteria for continued eligibility.
 - Satisfactory academic progress standards and criteria to re-establish eligibility if student fails to maintain satisfactory academic progress.
 - Method and frequency of financial aid disbursements.
 - Terms of any loans received, sample loan repayment schedules and the necessity for repaying loans.
 - General conditions and terms applicable to any employment offered as part of student's financial aid award.

Financial Aid

- Exit counseling information required to be provided and to be collected from student borrowers of a FFEL or Federal Perkins Loan.
- Institutional information including:
 - Cost of attending the school.
 - Any applicable refund policy.
 - Requirements for officially withdrawing from the University.
 - Summary of requirements for the return of Title IV grant or loan assistance by withdrawn students.
 - Information regarding the University's academic programs.
 - Entities that accredit, license or approve the school and its programs and procedures for reviewing the University's accreditation, licensing or approval documentation.
 - Description of any special services and facilities for disabled students.
 - Title and availability of employee(s) responsible for dissemination of institutional and financial assistance disclosure information and how to contact them.
 - Statement that enrollment in a study abroad program approved for semester credit hours may be considered enrollment at the University for the purpose of applying for Title IV assistance.
- Graduation Rates and Transfer Out Rates for Students, which are published each semester with the Schedule of Courses. Information is available in The College's Office of the Registrar.
- Campus security reports including:
 - Statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property and public property
 - Policies regarding procedures to report crimes committed on campus, criminal actions or other emergencies, and the institution's response to such.
 - Policies concerning the security of and access to campus facilities.
 - Policies concerning campus law enforcement.
- Report on athletic program participation rates and financial support data.
- Report on completion and graduation rates and transfer out rates for student athletes.

Additional financial aid information can be obtained by contacting the Department of Financial Aid staff at each location: