### Instructor: Dr. David Biros

### Office Info: 406 General Academic Building (Old Business Building) 442 Business Building

### Phone: (405) 744-7156

### E-Mail: David.Biros@okstate.edu

### Course Hours: On-line

### Course Location: On-line

### Office Hours: MW 1:00-2:15PM or appointment

### Contact: The best means of contacting me is via email. I check it daily. I do not like voice mail.

### Course Site: (Brightspace by D2L): [http://online.okstate.edu](http://online.okstate.edu) or [http://my.okstate.edu](http://my.okstate.edu)

### Online Learning Support: spearsonline@okstate.edu

### Phone: 405-744-4048

### Facebook: Follow Spears School Online Learning on Facebook! [https://www.facebook.com/SpearsOnline/](https://www.facebook.com/SpearsOnline/)

### Instructor Response

I will respond to student inquiries within 24 hours during Monday-Friday business hours. Students can expect grades for assignments to be posted to the gradebook in Brightspace within one week of turning in the assignment.

### Course Overview

This capstone course takes a strategic view of corporate information assurance. The goal is to provide an overarching view of an information assurance program to include physical, personnel, operational, and cyber security, including the underlying legislation and Federal and state regulations that drive corporate IA programs and policy. This course builds on the other courses in the MS in IA degree program and prepares students for careers in information assurance leadership and management. Of specific interest are the roles and responsibilities of an organization Chief Information Security Officer (CISO). From orchestrating the IS functions to hiring qualified personnel to ensuring compliance with security laws and regulations, the CISO has a wide variety of responsibilities.

### Course Objectives

Upon completion of this class, the student will be able to:
1. identify threats to and vulnerabilities of information and information systems common in a typical business setting.

2. explain how various controls can mitigate threats and vulnerabilities, yet could also costly and counterproductive situations for the business

3. understand the importance of information security controls and how they impact existing ethical dilemmas or create new ethical dilemmas in the work place

4. identify ethical rules or principles that may be relevant to various ethical dilemma with respect to risk management and information security

5. develop policy and guidelines in accordance with an organization’s security posture and goals

6. under the various laws and guidelines with which the organization must comply

7. devise new technological, operational or managerial controls and methods to mitigate information system threats and vulnerabilities (LG6)

8. conduct a thorough risk assessment an information system and document it in a certification package to be presented to an accreditation authority (AA)

9. understand the various certification and credentials information security professionals may acquire in order to prepare for the workforce

10. apply project management skills to identify, acquire, and implement information security controls in an organization

11. describe the core MIS functions required in the a typical modern company or industry and how they serve to protect critical information assets.

**Course Prerequisites:** Final semester in program; graduate coordinator permission

**Computer Requirements**
- A broadband internet connection
- Windows 7 or Mac OS Mavericks or newer operating system are preferred
- Google Chrome or Mozilla Firefox web browser
  Note: lecture videos are not compatible with Internet Explorer or Edge
- VLC Viewer video player (click on link to download)

**Course Materials**
- Provided by the instructor throughout the course.

**Online**

We will be using online media extensively to supplement class sessions. Please check these online sources frequently. E-mail will be used for private communication to individual class members. I expect you to check your e-mail regularly, and to inform me of changes to your preferred address for receiving e-mail.
We will be using Brightspace (D2L) to assist with class communications this term. You should be able to login by linking to https://online.okstate.edu/.

**Attendance Policy**

Students are required to participate in all on-line discussion board activities. There will be 10 on line discussion boards throughout the semester worth 10 point each for a total of 100 points.

**Grading Policy:**

1. This course is intended to be an intensive train ride of risk management topics. We will cover many topics in brief this semester. The learning activities will consist of course readings, recorded lectures, discussions, and homework. If you don’t understand the material, ask!

2. Grades will be assigned on the traditional (90 or above: A; 80-89: B; 70-79: C; 60-69: D, 59 or less: F) scale.

3. The distribution of points is as follows:

   - Projects (9 @ 100pts each) 900 Points
   - Attendance (See above) 100 Points

4. **Exams:** There will NO exams for this class. All work is project based.

5. **Projects:** A series of nine (9) projects will be assigned by the instructor as the course progress. Since in many organizations, the CISO works for the CIO, the instructor will be playing that role. Each time a project is assigned, the instructor will provide a description of the assignment and a rubric for quality and format. Each assignment should be turned into appropriate Dropbox in Brightspace. Before turning in any assignments, students should ask themselves “I would give this to my boss?”
Description of Course Requirements and Grading Rubric

Discussion board requirements vary with the type of discussion. Some discussion will require the students to provide information and opinion on a given subject. Others will require the student to identify and describe an area of study. For example, an assignment requires a student to select a compliance law, then the student would state the law he or she will use in the assignment taking care to clearly describe the law selected.

Students are expected to demonstrate appropriate “netiquette” in the Discussion Board.

Internet Netiquette Guidelines

A melding of the words "network" and "etiquette", netiquette refers to the manner in which communication is conveyed in an electronic environment.

Here are some guidelines for communication within this course:

- REFRAIN FROM USING ALL CAPS. It is considered SHOUTING when communicating online.
- Do not post or forward offensive or racially insensitive jokes or comments.
- Be careful with humor and sarcasm.
- Don’t respond to personal attacks: Contact the instructor for action and referral.
- Always add in the subject line a concise statement describing the email or discussion post.
- Respect others’ opinions. If you disagree with what another has said, post your thoughts in an objective, respectful manner. Do not make remarks that can be taken personally.
- Reflect upon the text you have entered before posting.
- Keep the discussion within the scope of the course material.
- Communication should be grammatically correct. Adhere to correct sentence structure, grammar, and spelling conventions. Proofread for errors before posting a message.
- Before you respond to a threaded message, read all the messages related to that message that have been previously posted.
- Send out an email to a group using the blind carbon copy field – BCC does not allow your recipients to view who was sent the email.
## Discussion Board Rubric

<table>
<thead>
<tr>
<th>Rubric Components</th>
<th>Point Scale Description</th>
<th>Point Scale</th>
<th>Student’s Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quality of Post</strong></td>
<td>Exceeds (beyond assignment scope, can teach others)</td>
<td>4</td>
<td>No posting.</td>
</tr>
<tr>
<td></td>
<td>Proficient (at standard, minor errors)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Developing (emerging, needs some help)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Novice (can't do independently, doesn't understand)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appropriate comments: thoughtful, reflective, and respectful of other’s postings.</td>
<td>Appropriate comments and responds respectfully to other’s postings</td>
<td>Responds, but with minimum effort. (e.g. &quot;I agree with Bill&quot;)</td>
</tr>
<tr>
<td></td>
<td>Posts topics related to discussion topic; prompts further discussion of topic</td>
<td>Posts topics that are related to discussion content</td>
<td>Posts topics which do not relate to the discussion content; makes short or irrelevant remarks</td>
</tr>
<tr>
<td></td>
<td>Aware of needs of community; attempts to motivate the group discussion; presents creative approaches to topic</td>
<td>Attempts to direct the discussion and to present relevant viewpoints for consideration by group; interacts freely</td>
<td>Does not make effort to participate in learning community as it develops</td>
</tr>
</tbody>
</table>

### Make-up Policy
Students are expected to take each exam on the date given and submit each assignment in a timely manner. If for any reason a student cannot attend an exam or submit an assignment, he or she must notify the instructor prior to the examination.

### University Policy
**Drop Policy**
Information about university drop policy and dates is at this website: [http://registrar.okstate.edu/](http://registrar.okstate.edu/)
To drop this course, contact the Registrar’s office, (405) 744-6876, or drop through Banner Self Service, [http://my.okstate.edu](http://my.okstate.edu)
Academic Integrity
Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, http://academicintegrity.okstate.edu/.

Accessibility
Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible, so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunity. For more information about OSU Student Disability Services, please go to: http://sds.okstate.edu.

Syllabus Attachment
For more student resources, go to: https://academicaffairs.okstate.edu/content/resources-students
## MSIS 5293 IA Capstone, Tentative Course Schedule – Subject to Change as Required

<table>
<thead>
<tr>
<th>WEEK OF</th>
<th>TOPICS</th>
<th>PREPARATORY MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 16</td>
<td>Introduction and IA Environment</td>
<td>See recorded lecture</td>
</tr>
<tr>
<td>Jan 22</td>
<td>Compliance Laws and Regulations</td>
<td>Recorded lecture and readings posted to Brighspace</td>
</tr>
<tr>
<td>Jan 29</td>
<td>Legal Role of the CIO and CISO</td>
<td>Recorded lecture and readings posted to Brighspace</td>
</tr>
<tr>
<td>Feb 5</td>
<td>System and Site Characterization</td>
<td>Recorded lecture and readings posted to Brighspace</td>
</tr>
<tr>
<td>Feb 12</td>
<td>Threat and vulnerability analysis</td>
<td>Recorded lecture and readings posted to Brighspace</td>
</tr>
<tr>
<td>Feb 19</td>
<td>Establishing Controls and Safeguards</td>
<td>Recorded lecture and readings posted to Brighspace</td>
</tr>
<tr>
<td>Feb 26</td>
<td>Measurements for Compliance</td>
<td>Recorded lecture and readings posted to Brighspace</td>
</tr>
<tr>
<td>Mar 5</td>
<td>Development of corporate IA policies</td>
<td>Recorded lecture and readings posted to Brighspace</td>
</tr>
<tr>
<td>Mar 12</td>
<td>Establishing a vulnerability management program</td>
<td>Recorded lecture and readings posted to Brighspace</td>
</tr>
<tr>
<td>Mar 19</td>
<td>SPRING BREAK WEEK!!!</td>
<td>HAVE FUN! BE SAFE!</td>
</tr>
<tr>
<td>Mar 26</td>
<td>Establishing a corporate IA training program</td>
<td>Recorded lecture and readings posted to Brighspace</td>
</tr>
<tr>
<td>Apr 2</td>
<td>IT Network Security Architecture</td>
<td>Recorded lecture and readings posted to Brighspace</td>
</tr>
<tr>
<td>Apr 9</td>
<td>Physical Security</td>
<td>Recorded lecture and readings posted to Brighspace</td>
</tr>
<tr>
<td>Apr 16</td>
<td>Disaster Recovery Plan (DRP) and Business Continuity Plan (BCP)</td>
<td>Recorded lecture and readings posted to Brighspace</td>
</tr>
<tr>
<td>Apr 23</td>
<td>Project management of acquiring IA controls</td>
<td>Recorded lecture and readings posted to Brighspace</td>
</tr>
<tr>
<td>Apr 30</td>
<td>Training and certifications for the IA professionals</td>
<td>Recorded lecture and readings posted to Brighspace</td>
</tr>
<tr>
<td>May 7</td>
<td>Finals Week</td>
<td></td>
</tr>
</tbody>
</table>
YOUR SUCCESS AS A STUDENT IS OUR TOP PRIORITY.

THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS.

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to add a class (without instructor permission)</td>
<td>1/23/2018</td>
</tr>
<tr>
<td>Last day to drop a course with no grade and 100% refund</td>
<td>1/23/2018</td>
</tr>
<tr>
<td>Last day to add a class (requires instructor &amp; advisor permission)</td>
<td>1/26/2018</td>
</tr>
<tr>
<td>Last day to drop a course or withdraw from the University</td>
<td>1/26/2018</td>
</tr>
<tr>
<td>with an automatic “W” and receive a partial refund (requires advisor signature)</td>
<td></td>
</tr>
<tr>
<td>Last day to post 6 week grades</td>
<td>2/28/2018</td>
</tr>
<tr>
<td>Last day to file diploma application (for name to appear in Fall Commencement program)</td>
<td>4/2/2018</td>
</tr>
<tr>
<td>Last day to drop a class or withdraw from the University</td>
<td>4/13/2018</td>
</tr>
<tr>
<td>with an automatic “W”</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw from all OSU classes with an assigned grade of “W” or “F”</td>
<td>4/27/2018</td>
</tr>
<tr>
<td>Pre-Finals Week</td>
<td>4/30/2018-5/4/2018</td>
</tr>
<tr>
<td>Final examinations</td>
<td>5/7/2018-5/11/2018</td>
</tr>
<tr>
<td>Final grades due from faculty by noon</td>
<td>5/16/2018</td>
</tr>
</tbody>
</table>

Note: Outreach, Internet, and short courses have unique drop/add and refund deadlines; lookup the specific deadlines for these courses on the Short, Internet, and Outreach Class Schedules page of the Registrar’s website http://registrar.okstate.edu/SIO-Schedule.

Fall Semester Holidays

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Holiday</td>
<td>1/15/2018</td>
</tr>
<tr>
<td>Students’ Spring Break</td>
<td>3/19/2018-3/23/2018</td>
</tr>
</tbody>
</table>

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY. Students often confuse these terms. Dropping a Course (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar’s website http://registrar.okstate.edu/Forms.

Withdrawing from the university means dropping all courses and you are no longer enrolled for the current semester. This may occur until the Friday before pre-finals week. The withdrawal process is initiated with your academic advisor. For additional information and dates, go to: http://academicaffairs.okstate.edu/content/adding-dropping-and-withdrawing-courses.

ALERTS AND RESCHEDULING

If the OSU campus officially closes due to inclement weather or other emergencies, alerts are provided to local news media and posted on the OSU website. Missed exams, classes, or assignments may be rescheduled at times outside the normal meeting schedule. If valid, documented circumstances prohibit students from attending the rescheduled classes, instructors should provide reasonable alternative means for makeup.

SEEK ANSWERS TO YOUR QUESTIONS

The OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, seek help EARLY. We are here to assist you.

ACADEMIC INTEGRITY

OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information,
helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and altering academic records) will result in an official academic sanction. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge.

COPYRIGHT & FAIR USE POLICY OF COURSE MATERIALS
Course materials may not be published, leased, sold to others, or used for any purpose other than appropriate OSU-related individual or group study without the written permission of the faculty member in charge of the course and other copyright holders. This paragraph grants you a limited license giving you access to materials for this course, including PowerPoint slides, audio/video recordings, written, or other materials, for appropriate OSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared.

CLASS ATTENDANCE
Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES. If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

PRE-FINALS WEEK POLICY
Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses. No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY
In the event you have three or more final exams scheduled for a single day, you are entitled to arrange with the instructor of the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time and place of mutual convenience during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The instructor has one week prior to the beginning of final exam week to arrange a mutually convenient time and place for administration of the final exam. After one week, if an agreement cannot be reached, take the request to the department head.

INFORMATION TECHNOLOGY
Student Email - OSU uses your OKSTATE.EDU email address as a primary form of communication. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Computer Labs - A complete description of computer labs and hours of operations are available at their website: https://it.sharepoint.okstate.edu/TechnologySupport/DeskSide/default.aspx. Lab information is also available by calling the Information Technology Help Desk at 405-744-HELP (4357).

EQUAL OPPORTUNITY
408 Whitehurst/405-744-9153/https://1is2many.okstate.edu/
OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence,
stalking, or gender-based discrimination. OSU encourages any student who thinks that he or she may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). Students may also report incidents of sexual misconduct or sex discrimination to a faculty or staff member, who is then required by federal law (Title IX) to notify the Title IX or Deputy Title IX Coordinator. If a reporting student would like to keep the details confidential, the student may speak with staff in the Student Counseling Center (405-744-5472) or one of the University’s Sexual Assault Victim Advocates (Mon-Fri 8 AM-5 PM, 405-564-2129 or 24 Hour Help Line 405-624-3020).

STUDENT DISABILITY SERVICES
315 Student Union/405-744-7116/http://sds.okstate.edu/
According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from Student Disability Services. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations.

STUDENT CONDUCT EDUCATION AND ADMINISTRATION
328 Student Union/405-744-5470/http://studentconduct.okstate.edu/
By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University’s mission. The Student Code of Conduct educates students about their civic and social responsibilities including policies and procedures involving student misconduct.

In general, the University expects students to aspire to follow and promote the Cowboy Community Standards or integrity, community, social justice, respect, and responsibility.

EDMON LOW LIBRARY HOURS
www.library.okstate.edu
405-744-9775 or 405-744-9741 Text 405-592-4128
Sunday Opens at 9:00 AM
Monday-Thursday Open 24 hours
Friday Closes at 10:00 PM
Saturday 9:00 AM-10:00 PM
*For holiday and intersession hours, check http://library.okstate.edu/about/hours

*Contact the following for information on hours of operation:
Architecture Library 405-744-6047
Curriculum Materials Library 405-744-6310
Veterinary Medicine Library 405-744-6655

WHERE TO GO FOR HELP
Academic Related Services
Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor or would like to learn more, talk to the Student Academic Services Director for your college.

Bursar
113 Student Union/405-744-5993
http://bursar.okstate.edu/
The Bursar Office bills and collects tuition, fees, campus housing, and other university related charges. The Bursar Office also processes and disburses all federal and campus-based funds to students' bursar accounts and refunds any
overpayments on students’ bursar accounts.

Career Services
360 Student Union/405-744-5253
http://hireosugrads.com

Concurrent Student Services and Advising
University College/040 Student Union/405-744-1389
http://universitycollege.okstate.edu/concurrent/index.html
Contact Brett Rowh to find out about academic services for concurrent students or to schedule your next advising appointment.

Foreign Language Placement Test
206 Gunderson Hall/405-744-9547
http://languages.okstate.edu/
Students with prior foreign language experience in French, German, or Spanish who take the placement exam and then score a ‘B’ or higher in a more advanced class, will get up to 6 credit hours for the classes below it. Schedule your free test by emailing Nick Howland at nick.howland@okstate.edu.

Multicultural Affairs
240 Student Union/405-744-5481
http://oma.okstate.edu/
Academic, career, and personal success programs are available. Student organizations representing diverse communities and annual events are offered.

Pre-Professional Student Services
University College/040 Student Union/405-744-1389
http://universitycollege.okstate.edu/
Pre-professional services for students from any major on campus, including coordination of contacts with health care professional schools and student interview processes.

Registrar
322 Student Union/405-744-6876
http://registrar.okstate.edu/
The Office of the Registrar provides services related to the creation and maintenance of student academic records. We are here to assist students with enrollment, official transcript requests, degree and enrollment verification, updating personal information in the Student Information System, graduation, and other services.

Scholarships & Financial Aid
119 Student Union/405-744-6604
http://financialaid.okstate.edu
Over 80 percent of Oklahoma State University students received scholarships, grants, work, and low-interest loans totaling over $320 million last year. Contact the Office of Scholarships & Financial Aid to apply for financial aid or to meet with a financial aid counselor.

Transfer Students Services
University College/040 Student Union/405-744-1389
http://universitycollege.okstate.edu/transfer/index.html
This office provides undergraduate transfer students with a seamless transition to OSU by collaborating with various departments on campus, including the Office of Undergraduate Admissions, the LASSO Center, the Office of the Registrar, and Financial Aid.

University Assessment and Testing
107 University Assessment and Testing Building/405-744-5958
http://uat.okstate.edu/
Campus and national tests as well as testing accommodations are provided.

Veteran Benefit Services
322 Student Union/405-744-6343
http://registrar.okstate.edu/Veteran-Benefit-Services
This office provides information and assistance in completing the appropriate forms to apply for educational benefits
through the U.S. Department of Veterans Affairs and through the State of Oklahoma.

**Veteran Student Academic Services**

University College/040 Student Union/405-744-1389  
[http://universitycollege.okstate.edu/veteran/index.html](http://universitycollege.okstate.edu/veteran/index.html)

This office works with veteran and military-affiliated students to aid in their transition from military service to successful careers by ensuring they succeed academically through coordination of support services from both on- and off-campus entities.

**Health Related Services**

**Counseling Psychology Clinic**

107 Public Information Office/405-744-6980  
[https://education.okstate.edu/cpsy/clinic](https://education.okstate.edu/cpsy/clinic)

Faculty and graduate students offer high quality and cost efficient psychological and mental health services to students Monday through Friday.

**University Counseling Services**

320 Student Union/405-744-5458  
[http://www.okstate.edu/ucs/](http://www.okstate.edu/ucs/)

Services include personal counseling, the Alcohol & Substance Abuse Center, and stress management through the Reboot Center.

**University Health Services**

1202 W. Farm Road/405-744-7665  
[http://uhs.okstate.edu/](http://uhs.okstate.edu/)

An allergy clinic, lab services, x-ray, travel clinic, women’s clinic and pharmacy are among the services offered at this campus outpatient medical clinic.

**Wellness Department**

405-744-5510  
[http://wellness.okstate.edu/](http://wellness.okstate.edu/)

Intramurals, group fitness and sports clubs are among the many programs and services available through the Wellness Department.

**Campus Life Related Services**

**Fraternity & Sorority Affairs**

211J Student Union/405-744-5490  
[http://gogreek.okstate.edu/](http://gogreek.okstate.edu/)

For questions and comments about fraternity and sorority organizations, contact Ival Gregory at ival.gregory@okstate.edu.

**Housing & Residential Life**

100 Iba Hall/405-744-5592  
[http://reslife.okstate.edu](http://reslife.okstate.edu)

For questions and comments about housing and residential life, contact the Housing administration office.

**Leadership and Campus Life**

211 Student Union/405-744-5488  
[http://lcl.okstate.edu](http://lcl.okstate.edu)

Get involved through student organizations; the Center for Ethical Leadership; International Students & Scholars; Non-traditional Student Services; and Parent & Family Relations.

**Service-Learning Volunteer Center**

211G Student Union/405-744-5145  
[http://volunteer.okstate.edu/](http://volunteer.okstate.edu/)

Find volunteer opportunities and earn the recognition C.O.R.D. to wear at graduation.

**University Dining Services**

076 Student Union/405-744-4424
http://dining.okstate.edu/
For questions and comments about meal plans or university dining operations, contact University Dining Services.

ACADEMIC SUPPORT RESOURCES AND TUTORING

Learning and Student Success Opportunity (LASSO) Tutoring Center
021 Classroom Building/405-744-3309
https://lasso.okstate.edu/
LASSO offers free individual and group tutoring for a variety of courses.

Student Academic Services Centers

Agricultural Sciences & Natural Resources
136 Agricultural Hall/405-744-5395
Contact: Dr. Deb VanOverbeke
http://casnr.okstate.edu/students/ssc
Academic support and career guidance resources are available for CASNR students.

Arts & Sciences
213 Life Sciences East/405-744-5658
Contact: Dr. Amy Martindale
http://casstudents.okstate.edu/
Academic support and career guidance resources are available for Arts & Sciences students.

Education, Health & Aviation
106 Willard Hall/405-744-6350
Contact: Leslie Evans
http://education.okstate.edu/watson
Academic support, advisement and career counseling is available to all education majors.

Engineering, Architecture & Technology
110 Engineering North/405-744-5276
Contact: Lance Millis
https://studentservices.okstate.edu/advising
Academic advising and career services are available for all CEAT students. Tutoring is offered for general math, science, and engineering courses.

Human Sciences
101 Human Sciences/405-744-2772
Contact: Kristi Seuhs
http://humansciences.okstate.edu/current-students
Academic support and career guidance resources are available for Human Sciences students.

Spears School of Business
103 Business Building/405-744-2772
Contact: Marissa McIntyre
http://spears.okstate.edu/ss/
Academic advisement is provided for freshmen through seniors in all business major areas.

University College Advising
214 Student Union/405-744-5333
Contact: Missy Wikle
https://uca.okstate.edu/
University College Advising has academic advisors to help with your academic needs, whether planning your semester schedule, teaching your First-Year Seminar class, looking at degree options, or helping to bridge the gap between student life and academic success. Call or visit the office anytime Monday through Friday, between 8:00 a.m. and 5:00 p.m.

Discipline Specific Tutoring

Academic Development Center
Tutoring and supplemental instruction are available on select weekday, weekend, and evening hours.

**Accounting**
416 Business Building/405-744-2863
Walk-in tutoring is available for ACCT 2103, 2203, and 3103. See https://spears.okstate.edu/accounting/ace/ for hours.

**Biology & Zoology**
303 Life Sciences West
http://biol1114.okstate.edu
Tutoring is provided for BIOL 1114.

**Chemistry**
453 Physical Science/405-744-9046
Tutoring for chemistry classes is available.

**Civil & Environmental Engineering**
315 Engineering South/405-744-9308
Tutoring for Statistics and Strength of Materials is available. Contact for more information.

**Eta Kappa Nu Electrical and Computer Engineering Honor Society**
010 Engineering South/405-744-4910
https://campuslink.okstate.edu/organization/eta-kappa-nu
Tutoring is provided by Eta Kappa Nu membership for Circuits, Network Analysis, and Electronic Devices.

**Foreign Languages**
206 Gunderson Hall/405-744-9547
http://languages.okstate.edu
Two 28-user labs fully equipped with personal computers and listening/recording devices are available. Students may practice vocabulary building and grammar in the target language.

**Graduate Research and Writing Lab**
Contact: Victor D. Baeza/victor.baeza@okstate.edu/405-744-1241
http://info.library.okstate.edu/RLS/grads
Tutoring is available evenings from 5:00 p.m.-8:00 p.m. on Monday and Tuesday for current OSU graduate students.

**History**
101 S Murray Hall/405-744-5680
http://history.okstate.edu/contact
Tutoring is given for Survey of History and upper division courses.

**Mathematics Learning Success Center**
5th Floor Edmon Low Library/405-744-5818
http://www.math.okstate.edu/
Tutors are available to answer questions for classes ranging from Beginning Algebra through Calculus II. Tutoring for Differential Equations and Linear Algebra is offered at specific times.

**Writing Outpost**
102 Q, R, S Edmon Low/405-744-6671
http://osuwritingcenter.okstate.edu
30-minute walk-in consultations for writing projects are offered on a first come-first served basis on Monday-Thursday evenings 7:00 p.m.-10:00 p.m.

**Writing Center**
440 Student Union/405-744-6671
http://osuwritingcenter.okstate.edu
The Writing Center helps writers throughout the composing process; plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors work with students to improve brainstorming, organizational, and composing techniques.

**Writing Center West**
30-minute walk-in consultations for writing projects are available Monday-Friday from 11:30 a.m.-2:30 p.m.

FOR MORE INFORMATION

go.okstate.edu/apps
The OState app is your link to campus departments, OSU news, and maps. The Orange Shield app is the official safety app of OSU.

my.okstate.edu
This portal connects students to a wide range of campus services including links to student email, the library, and the Online Classroom and Community (D2L).

For other comments and inquiries, please contact academics@okstate.edu.