

Information Guide

CAT[®] Dealer Prep Program

Associate in Applied Science Degree
With Major in Diesel and Heavy Equipment



INSTITUTE OF
TECHNOLOGY

osuit.edu/cat

<http://www.cat.com/thinkbig>

Sponsored By

These Caterpillar[®] Dealers

Foley Equipment Company - <http://www.foleyeq.com>

J. A. Riggs Tractor Company - <http://jariggs.cat.com>

Louisiana CAT - <http://www.louisianacat.com>

Mustang CAT - <http://www.mustangcat.com>

Pipeline Machinery International - <http://www.plmcat.com>

Warren CAT - <http://warrencat.cat.com>

TABLE OF CONTENTS

Contact Persons.....	3
Program Objective.....	4
Program Purpose.....	4
Program Structure.....	4
Program Curriculum.....	4
Purpose Of The Internship.....	4
Admissions Checklist.....	5
Admission Of Transfer Students.....	6
Student Qualifications.....	6
Important Dates.....	6
Responsibility Of Participants.....	7
Student Selection Procedures.....	8
Tobacco Use In University Buildings And Grounds.....	8
Students Will Have Access To Cessation Assistance.....	8
Financial Assistance.....	8
Estimated Cost Per Semester.....	9
Dealer Information.....	10
CAT® Dealer Prep Required Tool List.....	13
Financial Aid Web Sites.....	14

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CAT[®] Dealer Prep

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CAT® Dealer Prep

Program Objective

The CAT® Dealer Prep Program is a cooperative two-year college level Student Technician education program that leads to an Associate in Applied Science degree with a major in Caterpillar Service Technology. The School of Transportation and Heavy Equipment at OSU Institute of Technology, working in close relationship with the sponsoring CAT dealers, administer the program activities. The Program is exclusively by and for the sponsoring CAT dealerships.

Program Purpose

The purpose of the program is to upgrade the technical competency and professional level of incoming CAT Dealership service technicians. It will train CAT® Dealer Prep students to analytically diagnose, service and maintain Caterpillar products using recommended procedures, special tools, and service information. It will provide course content that will enable successful graduates to advance in position after additional experience, and to understand new systems and components as they are introduced.

Program Structure

The two-year, six semester program incorporates approximately one-half of the time designated for technical / academic education at OSU Institute of Technology. The remaining time is allocated for on-the-job experience at sponsoring CAT dealerships. Each block of technical education and general education course work is followed by an immediate dealership work experience time period that reinforces the technical education. These time periods are approximately 7 ½ weeks in length each. It is essential for the success of the program that the students' education at OSU Institute of Technology and dealership work experiences be closely aligned for maximum student learning and retention.

Since considerable time is spent at the dealership it is a requirement of the program that students have a sponsoring CAT dealership prior to enrollment. The primary responsibility for the dealership is to provide training-related employment for the students during their dealership learning / work experience, internship.

All tuition, fees, textbooks, travel expenses and housing costs are the responsibility of the student. In addition to these costs, the students are required to purchase a prescribed tool set if they do not already have one.

Program Curriculum

Technical training on Caterpillar equipment and components includes the latest developments in: Engine Repair; Hydraulic Systems; Electrical and Electronic Systems; Test Procedures and Diagnostic Tools.

In addition to the technical curriculum, courses will be offered in areas such as Math; Composition/Technical Writing; Psychology, U.S. History; U.S. Government; Business and Ethics to provide students with the background necessary for effective communication of ideas and the development on interpersonal skills.

Purpose Of The Internship

The internship allows students to apply, in a real world setting, what they have learned during the previous classroom/lab sessions. In addition, students become familiar with the dealership environment, its organizational structure, and the competencies that are expected of a professional service technician.

Admissions Checklist

Regular Admission – applies to students who have never attended college. This also includes students who earned college credit through Cooperative Alliance or Concurrent Enrollment while in high school. GED, Home-Schooled, and students under 21 years of age who never attended college fall in this category.

- Complete and submit an OSU Institute of Technology Application for Admission on line at: <https://admissions.osuit.edu/apply/>
- Obtain a Personal Identification Number (PIN) to sign online at www.pin.ed.gov. (If you are a dependent student, a parent will need a PIN as well) Complete the Free Application for Federal Student Aid (FAFSA) available at www.fafsa.ed.gov. **The OSUIT school code is 003172.** Once our office receives your information, we will notify you if additional information is needed and/or send your award letter.
- Submit official high school transcript/GED
- Submit ACT or SAT scores.
- ACCUPLACER testing may be required for placement purposes (all students will be required to take Accuplacer assessment unless they can prove proficient in a subject area with ACT sub scores in math, reading, writing or science scores of 19 or above or have transfer credits. Accuplacer testing is a computer generated assessment administered through the Assessment Center at OSUIT. (918-293-5254) <https://osuit.edu/assessment/index.php>
- Accuplacer sample questions at: <http://www.accuplacer.collegeboard.org>
- Provide a copy of Immunization records or complete the [Immunization Record Form or the Certificate of Exemption](#).
- [Residential Life](#): Complete room and board contract – Single and Nontraditional Students Room and Board Contract for single students, Family Housing University apartments Contract if you plan to have your family with you at OSUIT. (918-293-4939) Students making application for campus housing are encouraged to apply early. To reserve space in campus housing students must make a deposit of \$150 (\$500 for family apartments) through the Bursar's office. (918-293-5226) Veterans need to visit with the OSUIT Veteran Service Office. (918) 293-4972.or email vetservices@okstate.edu
- Complete enrollment through the School of Transportation & Heavy Equipment (918) 293-4710, (918) 293-4730, or (918) 293-4724
- Have your student ID card made. Take your class schedule to the front desk of the Grady W. Clack Center.
- Approximately 48 hours after making application to OSUIT, you will create an O-Key account at <http://okey.okstate.edu> . You will utilize the e-mail address you submitted on your application. Once you have created your O-Key account, you may request a Banner PIN (via e-mail or text), contact your advisor listed in the front of this information guide.

Admission Of Transfer Students

View admission criteria at: <https://osuit.edu/admissions/criteria.php>

Student Qualifications

Prospective students must be:

1. 18 years of age (or older) by the time of the first internship.
2. High School Graduate or equivalent.
3. Able to meet OSU Institute of Technology and CAT Dealership admission and academic requirements.
4. Sponsored by a CAT Dealership.
5. Possess a valid driver's license and maintain an employable driving record.
6. Willing to take a drug test if requested by Dealership sponsor.
(NOTE: for many dealerships this is a requirement for employment)

Important Dates

January, 2020

- 2020-2021 Financial Aid Applications Are Available
- Oklahoma State University Institute of Technology Scholarship Applications Available
- Oklahoma State University Institute of Technology Admission Applications Available

January 31, 2020

- Families Receive W-2 Forms And Begin To Prepare Tax Returns So Financial Aid Applications Can Be Completed.

February 1, 2020

- Students Begin Submitting Oklahoma State University Institute of Technology Admission Applications
- Begin Completing Free Application For Federal Student Aid (FAFSA)
- Students Should Be Making Plans To Take The ACT or SAT Test

May 23, 2020

- Enrollment Begins For Fall Term. Enrollment Will Continue Through October 24

September 3, 2020

- Move-in Day for Freshman CAT Students 8:00 AM
- Cowboy up! New Student Orientation 1:00 PM

September 4, 2020

- First Day of Classes for Freshman CAT Students

October 23, 2020

- Last Day of on Campus Classes for Freshman CAT Students

For More Information please call:

Terryl Lindsey.....	(918) 293-5106
School of Transportation & Heavy Equipment	(918) 293-4710
Student Financial Services.....	(918) 293-4684
Admissions Office	(918) 293-4680

Responsibilities Of Participants

OSU Institute of Technology

1. Provide faculty dedicated to the CAT® Dealer Prep Program
2. Provide necessary time to initially train and update the faculty
3. Provide facility dedicated to the CAT® Dealer Prep Program; classrooms, labs, etc.
4. Provide advisement for CAT® Dealer Prep students.
5. Maintain up-to-date tools and equipment.
6. Grant the Associate of Applied Science degree in Caterpillar Service Technology to graduates.
7. Inform sponsoring dealers of student progress.
8. Assist dealerships with student selection and recruitment.
9. Work with the Dealership to assure involvement in internships.
10. Conduct student visitations during internships.
11. Establish a CAT® Dealer Prep Advisory Committee.
12. Schedule Advisory Committee meetings.
13. In general, oversee student recruitment and selection process.

CAT Dealership

1. Agree to act as a sponsoring dealership.
2. Recruit, interview and select prospective student(s)
3. Provide dealership internship experience in accordance with the program schedule for the duration of the curriculum.
4. Provide related internship experiences that supplement the students' most recent instruction.
5. Agree to pay the student during periods of internship.
6. Provide work uniforms for student consistent with dealership policy both while at school and at the dealership.
7. Provide any other benefits in a manner consistent with dealership policy.
8. Assist in obtaining equipment and training aids.
9. Participate in the Advisory Committee meetings.
10. Perform student evaluation during internship.

Student

1. Obtain and maintain a CAT® Dealer Prep Dealership Sponsor throughout the program.
2. Provide sponsoring CAT Dealership with responsible and productive work effort.
3. Participate in all learning activities at scheduled times.
4. Maintain academic standards and adhere to academic policies according to OSU Institute of Technology policy.
5. Maintain dealership attendance standards.
6. Be responsible for program cost: tuition, fees, books, tools, housing, etc.
7. Wear work uniforms, safety glasses and recommended personal safety equipment during campus class/labs and dealership internship experiences.

Student Selection Procedures

1. Students who wish to become a member of the CAT® Dealer Prep program should make application early in the spring semester (January – March) if possible. This will allow time for processing financial aid packages, identification of preparatory class needs, sponsorship acquisition, etc. The application process includes the following:
 - A) Complete OSU Institute of Technology Application for Admission.
 - B) Comply with OSU Institute of Technology Admission Policies.
 - C) Remove preparatory class needs prior to the start of the program.
2. Students who successfully complete the Admission process are eligible to interview with the CAT Dealership of their choice. Check with the CAT® Dealer Prep faculty for a list of CAT Dealerships that have agreed to participate in the program. The interview should take place at the dealership and participant's goals should be discussed.
3. **All Students Must Have A CAT Dealer Sponsor Before Enrollment Can Be Completed.**

Tobacco use in University Buildings and Grounds

It is the intent of Oklahoma State University to promote the health, well-being and safety of all students, faculty, staff and visitors. As such, effective July 1, 2010, Oklahoma State University Institute of Technology is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

Residential Life will designate a limited number of facilities that will be exempt from this policy. Residential Life officials charged with oversight of the exempt areas of campus where tobacco use is permitted must adopt and post internal policies.

Tobacco use is prohibited in vehicles on grounds owned or under the control of Oklahoma State University.

Students will have access to cessation assistance.

Financial Assistance

Students deciding to be part of the CAT® Dealer Prep program may have a need for financial assistance. Students involved in the program have the opportunity to earn while they learn during the dealership internship portion of the program. These earnings may be applied to program costs.

Additional financial aid, through loans or grants, for tuition, books, tools, on-campus room and board, etc., may be available through various financial assistance programs. Students needing financial assistance are encouraged to complete the applications for financial aid as early as possible. Following application submittal, allow an 8-10 week period for processing. Early application assures availability of funds, if qualified, and allows the Financial Aid Office to prepare a realistic financial aid package.

Financial Aid information may be obtained by calling the Student Financial Services Office at (800) 722-4471.

Note: Tools required for the CAT® Dealer Prep program are considered an educational expense and should be included in education costs when applying for student financial aid.

Estimated Cost per Semester

<https://osuit.edu/financial-aid/index.php>

2019-2021 - Estimated Cost Per Semester

\$2,000.00 - \$3,900.00 Required Tools (dependent on manufacturer and tool box selected)

Fall 2019 - Semester 1

\$1,159.00	Two Bedroom/One Bathroom Suite
\$150.00	\$150.00 single unit, \$500.00 family unit (refundable)
\$779.00	20 Meal Plan
\$3,750.00	Tuition & fees \$215.00/ch (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$5,838.00	Estimated total semester educational expenses

Spring 2020 - Semester 2

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$3,045.00	Tuition & fees \$215.00/ch (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$5,383.00	Estimated total semester educational expenses

Summer 2020 - Semester 3

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$3,045.00	Tuition & fees \$215.00/ch (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$5,383.00	Estimated total semester educational expenses

Fall 2020 - Semester 4

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$3,045.00	Tuition & fees \$215.00/ch (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$5,383.00	Estimated total semester educational expenses

Spring 2021 - Semester 5

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$3,045.00	Tuition & fees \$215.00/ch (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$5,383.00	Estimated total semester educational expenses

Summer 2021 - Semester 6

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,490.00	Tuition & fees \$215.00/ch (12 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$4,828.00	Estimated total semester educational expenses
\$32,198.00	Estimated total educational expenses

**Note: Tools required for the CAT® Dealer Prep Program are considered an educational expense and should be included in education costs when applying for student financial aid.

**If zero level courses are taken, a Remedial Supplemental Fee of \$18.50 per credit hour will be charged.

Dealer Information

How will the program benefit your dealership?

This program is your answer to the skilled technician shortage. It responds to the needs of dealerships for highly qualified, motivated and skilled technicians. Technicians who are...

1. Trained on all current Caterpillar products.
2. Trained in the latest diagnostic and servicing procedures.
3. Trained to "do it right the first time!"
4. Trained with a positive attitude about their job.
5. Productive before they complete their training.
6. Educated in the important areas of communication, reading, mathematics, business management, business ethics, etc.

This program is a planned dealership personnel development program. It combines the resources of the faculty at OSU Institute of Technology and your Dealership to build a true educational partnership! A partnership designed to focus on the success of your potential employee, the CAT® Dealer Prep student. This program, along with additional experience and guidance helps you develop future Field Service Technicians, Master Technicians, Shop Foremen and Service Managers.

It is cost-effective! The best news is that there is no required up-front cost for the dealership. Your investment is minimal. Here's why:

1. You select and supervise the student as a productive employee of your dealership. The cooperative educational work experience occurs in your dealership, under your supervision and direction.
2. The student is responsible for the cost of tuition, fees, books and the required basic tool set.
3. You and the student agree on the wage rate during the internship experience. You are not required to pay them while they are attending classes at OSU Institute of Technology.
4. You may elect to provide incentives or financial help to your student, at your option.

How are CAT® Dealer Prep students recruited?

OSU Institute of Technology will assist in recruiting students. It is the dealerships responsibility, however, to select the "right" student. You should actively recruit a student from your area. Some good sources are:

- | | | |
|----------------------|--------------------------------|-----------------|
| 1. Current employees | 2. Employees friends, families | 3. Customers |
| 4. High Schools | 5. Vo-Tech Schools | 6. FFA Chapters |
| 7. Skills USA | 8. High School Coaches | |

Once you have identified a student you believe will be a good applicant, bring the student to visit the campus at OSU Institute of Technology to tour the facilities, interview with the faculty, complete assessment and career profiling. Upon completion and with further discussion, a final decision should be made regarding sponsorship. It is also a good idea to offer the student some type of summer employment. This will allow both of you to verify that you have made the right decision, before the program begins.

What are the responsibilities of a participating dealership?

1. Indicate interest in becoming a sponsoring dealership.
2. Recruit, interview and select prospective student.
3. Provide dealership coordinated internship experiences in areas of technical education that were conducted at OSU Institute of Technology.
4. Pay wages to the student during periods of internship at the dealership. This will instill in the student a sense that their employment is necessary to the dealership and promote dealership loyalty.
5. Provide uniforms for the student, consistent with dealership policy.
6. Complete student evaluation forms during each internship.
7. Advise school of concerns or changes in student status with dealership.

What is the wage rate for CAT® Dealer Prep Students?

The rate of pay is negotiable and is between the dealer and the student. CAT® Dealer Prep students base their value to the dealership on two important factors; the quality of training that is provided while on internship at the dealership and prevailing wages. Successful people are motivated by a variety of things, but most expect to be rewarded in the form of an increase in salary. This is especially true when they are performing jobs well and continue to improve their skills and abilities. CAT® Dealer Prep students are no different. A pay plan that rewards them for maintaining acceptable grades, doing good work, and improving productivity and efficiency is essential.

CAT® Dealer Prep students understand that they are trainees, and do not expect to be paid a journeyman wage during the training program. However, many of the best students have bills to pay, and families to support. Please consider the student's situation to arrive at an acceptable starting wage, and when developing a progressing pay plan or any incentive schedule.

What can the dealership expect?

In today's increasingly competitive market, customer satisfaction and customer loyalty are the keys to success and survival. For your dealership, the key to customer satisfaction is your service department. Where do you find the right employees? The answer is to attract and develop new technicians through the CAT® Dealer Prep Program.

At the completion of the CAT® Dealer Prep Program, you have a potential employee that is familiar with you, your dealership, and the equipment you sell and service. You have selected individuals you want to hire and you have taught them your way of doing business. The objective of the CAT® Dealer Prep Program is simple; to select the best people to work on the best equipment, and provide the best customer service possible.



INSTITUTE OF TECHNOLOGY

School of Transportation & Heavy Equipment

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(918) 293-4710
fax (918) 293-4658
www.osuit.edu

CAT® Dealer Prep

Program
Diesel and Heavy Equipment
Degree Awarded
Associate in Applied Science
General Requirements
87 Credit hours
2.0 Minimum Overall Grade Point Average

Typical Schedule for

CAT® Dealer Prep
Plan of Study
DHEC-196

1st Semester - 15 Credit Hours

DHEC 1124 Introduction to Caterpillar

DHEC 1134 CAT Electrical Fundamentals
CS 1013 Computer Literacy and Applications
GTGE 1111 College Cornerstone

DHEC 1113 Internship

2nd Semester - 15 Credit Hours

DHEC 1213 CAT Hydraulic Fundamentals
DHEC 1323 CAT Engine Fundamentals
MATH 2003 Business Mathematics
ENGL 1033 Technical Writing I

DHEC 1233 Internship

3rd Semester - 15 Credit Hours

DHEC 1223 CAT Fuel Systems
DHEC 1333 CAT Machine Hydraulic Systems
SPCH 1113 Intro to Speech Communication
ENGL 2033 Technical Writing II

DHEC 1313 Internship

4th Semester - 15 Credit Hours

DHEC 2413 CAT Engine Diagnostics & Repair
DHEC 2423 CAT Machine Electronic Systems
GTCT 1183 Welding
HIST 1493 U.S. History Since 1865

DHEC 2433 Internship

5th Semester - 15 Credit Hours

DHEC 2524 CAT Power Train I
DHEC 2532 CAT Mobile Air Conditioning
PSYC 1113 Intro to Psychology
POLS 1113 U. S. Government

DHEC 2513 Internship

6th Semester - 12 Credit Hours

DHEC 2603 CAT Power Train II
DHEC 2636 CAT Capstone
PHIL 1213 Ethics

CAT® Dealer Prep Required Tool List

1/4" drive 6 point standard and deep chrome socket set
6 point standard 3/16" - 9/16"
6 point deep 3/16" - 9/16"
3" extension, 1/4" ratchet, socket storage

1/4" drive 6 point standard metric chrome socket set –
4mm - 13mm

3/8" drive 12 point standard chrome socket set 1/4" - 7/8"

3/8" drive 6 point chrome socket set
6 point deep 3/8" - 7/8"
6 point flex 3/8" - 3/4"
Spark plug 13/16", 5/8"
Universal joint, 3", 6" & 10" extension,
11-12" flex head 3/8 ratchet, socket storage

3/8 drive 6 point chrome metric socket set
10mm - 19mm

3/8" drive Torx Bit Driver Set (T-27 - T-55)

1/2" drive socket set
6 point standard chrome 3/8" – 1 1/4"
12 point standard chrome 3/8" – 1 1/4"
1/2" drive ratchet, socket storage
1/2" drive break over bar 21"-24"

1/2" drive Impact socket set
6 point deep impact 1/2" – 1 1/4"
2" & 6" impact extension
1/2" drive impact universal joint
1/2" drive 12 point chrome standard metric
socket set 10mm - 19mm

Flair nut wrench set 3/8" – 7/8"

Metric flair nut wrench set 9mm - 21mm

Groove joint pliers 10"- 12"

Slip joint pliers 7"- 9"

Needle nose pliers 7"- 9"

Heavy-duty diagonal cutting pliers 7"- 9"

Vice-grip curved jaw locking pliers 10"

Combination screwdriver set 4 slotted tips;
3 Phillips, size 1, 2, 3;
Stubby slotted; stubby Phillips

Ratcheting Screwdriver set (magnetic preferred) with
minimum of: Philips 1,2,3; Slotted 5/32", 7/32", 1/4";
Torx T10-25

Allen SAE short arm hex key set (.028" - 3/8")

Allen metric hex key set (1.5 mm - 10 mm)

12 point combination wrench set 1/4" – 1 1/4"

12 point metric combination wrench set 7mm – 19 mm

16oz. ball-peen hammer

2lb soft face dead blow hammer

3 lb cross-peen hammer

5/8x6-1/2x1/2 cold chisel

3/8x5 center punch

5/32x5x3/8 taper punch

3/16x5-1/2x5/16 pin punch

3/4" – 1" diameter Brass drift

18"-21" rolling head (lady foot) pry bar

18"-24" pry bar with plastic handle and angled blade

Safety Glasses (clear)

25' tape measure

Feeler gauge set 0.0015 to 0.035"

Valve-tappet feeler gauge set .008" - .026" Telescoping

magnetic retrieving tool

Flexible retrieving tool

Gasket scraper

2"- 3" telescoping mirror

Seal Pick Set

Flashlight: minimum 2D cell, prefer MSHA approved,
explosion proof

Rollaway tool cabinet: Minimum 5 drawer, 8000 - 12000
cubic inch storage capacity with ball bearing slides

Digital Volt-Ohm Meter and case with specifications as
the Knight Electronics K-260

3 1/2 Digit, 2000 Count, High resolution on volts 20mV
current 20µA Ohm ranges

DC Volt: **0-20/200mV/2/20/200/1000V** ±0.5%

AC Volt: **0-20/200mV/2/20/200/750V** ±1.5%

DC Current: **0-20/200µA/2/20mA/2/20A** ±1.5%

AC Current: **0-20/200µA/2/20mA/2/20A** ±2%

Resistance: 0-20/200 ohm/2K/20K/200K/2000K
ohm/20M ohm/2000M ohm ±1%

Capacitance: 0-200P/200P/20nF/200nF/2µF/20µF/
±3%

20A fused protection

Frequency: **Auto ranging** up to 15MHz ±0.5%

Continuity: < 40 ohm±20 ohm

Diode Test function

100VDC/750VAC overload protection in DCV, ACV
above 2V

6" stainless steel rule - English 1/32 & metric 1mm

Heavy Duty Oil Filter Strap Wrench 1/2 inch drive up to 9"
diameter

Optional

Top tool chest

1/2" impact wrench

1/2" drive standard impact sockets

1/2" drive metric standard impact sockets

1/2" drive metric deep impact sockets

1/2" ratchet drive micrometer torque wrench 30-250 ft-lb

3/8" ratchet drive micrometer torque wrench 50-250 in-lb

12" pipe wrench

3/4" drive socket set

Financial Aid Web Sites

Financial Aid Searches: Scholarship Resources on the Web

www.fastweb.com
www.collegefunds.net
www.wiredscholar.com/
www.freschinfo.com
www.mach25.com
www.scholarships.com/

Mapping Your Future – www.mapping-your-future.org
College Board Scholarship Search – http://apps.collegeboard.com/cbsearch_ss/welcome.jsp

Grants And Scholarships:

FAFSA Express – www.FAFSA.ed.gov
Missouri Higher Education Loan Association (MOHELA) – www.mohela.com
Oklahoma Guaranteed Student Loan Program (OGSLP) – www.ogslp.org
Oklahoma State Regents for Higher Education – www.okhighered.org
Oklahoma Tuition Aid Grant (OTAG) – www.otag.org

General Information:

Coalition for Student Loan Reform – www.cslr.org
National Association of Student Financial Aid Administrators – www.nasfaa.org
National Council of Higher Education Loan Programs – www.nchelp.org
Oklahoma State Department of Vo-Tech – <http://www.okcareertech.org/>
The Financial Aid Information Page – www.finaid.org
US Department of Education – www.ed.gov

Consent For Release Of Personal Information/Education Records

I, the undersigned, understand that my consent is required, by the Family Education Rights and Privacy Act of 1974, as amended (“FERPA”), for Oklahoma State University Institute of Technology - Okmulgee (OSUIT) to **release any personally identifiable information** from my education records not defined as “Public/Directory Information” under the University’s FERPA policy.

I, therefore, authorize access to my educational records (**includes all financial and academic records**) to the following:

	Name	Relationship	*Code (not required) (alphanumeric)	Hint
Example	Samuel Jones	Father	Bingo	Dog’s name
#1				
#2				
#3				
#4				

- A Code is not required but will supply an additional security check. Please supply the Code and Hint to each person named above, if applicable. We will require the Code from the person named *if* a Code is supplied.

About Your Confidential Records:

I understand that my records are protected under a number of federal and state confidentiality regulations and cannot be disclosed without my prior written consent unless otherwise provided for in state and federal regulations, such as Directory Information. I also understand that I may revoke this consent by writing a request at any time except to the extent that action has been taken in reliance on it (e.g. information has been sent or received prior to your revocation, etc.).

I further understand that **Oklahoma State University and/or its staff/employees cannot be responsible for confidentiality of information disclosed after said information has been released pursuant to this authorization**, and I hereby release Oklahoma State University, and its staff/employees from any liability arising from such disclosure.

Acknowledging the above, with the attached signature, I hereby give authority to proceed as directed herein.

Signature: _____ Date: _____

Oklahoma State University Institute of Technology
 1801 East 4th Street
 Okmulgee, OK 74447-3901
 P (918) 293-4682 F (918) 293-4605
www.osuit.edu

Oklahoma State University Institute Of Technology

You Must Be A U.S. Citizen To Use This Form. Print Or Type All Information.

(Non U.S. citizens should visit <https://osuit.edu/admissions/international.php>)

Return this form and application for admissions (if not already submitted) to:
OSUIT, Scholarship Services, 1801 East 4th Street, Okmulgee, OK, 74447-3901

All students must be enrolled full-time (12 hours) in a degree-seeking AS, AAS or BT program. Additionally, students are required to live on campus to *be awarded and continue to receive* the non-resident tuition waiver unless **at the time of application:**

- Student is 21 years of age or older
- Student is married
- Student has legal custody of a child

Completion of application does not necessarily guarantee scholarship award. Students must meet eligibility criteria listed below and awards are contingent on available funding. Should you be awarded this waiver, you will be notified through the financial aid award letter or you can check your WEB4Students account online @prodokm.okstate.edu.

First Time Freshman Or Transfer With Less Than 24 Credit Hours (must meet at least one of the following criteria):

- 2.0 cumulative high school GPA
- 18 ACT composite or equivalent 860 on SAT
- Proficiency in at least 2 of 3 curricular areas (English-74, Pre-Algebra 46, Reading-81) on COMPASS placement testing or demonstrated by college credit

Transfer with 24 or more Credit Hours:

- 2.0 cumulative college GPA

Students Who Do Not Meet Above Academic Criteria – may apply once their Institution GPA is 2.0 and they have completed a minimum of 12 hrs. Failure to meet the continuing student criteria listed below will result in ineligibility for the Non-Resident Tuition Waiver for subsequent semesters until the Institution GPA and completion rate reach the level required for continuing students.

Continuing students will automatically receive the NRTW by meeting the following requirements:

2.0 Institution GPA

75% completion rate of enrolled classes as of the end of the add/drop period

Full time enrollment (12 hrs). EXCEPTION: If the student is in the graduating semester, verified by degree audit from their program).

Continuing students who do not meet these standards each term will be placed on probation for one semester. Should the awarded students not meet the above requirements for a second term, the student will no longer be eligible for the Non-Resident Tuition Waiver for the following term. Awarded students will remain on probation until the Institution GPA reaches the above standards.

Appeal Process:

Should a student lose eligibility for a NRTW due to suspension, an appeal may be made, in writing, to the Coordinator of Scholarships located in the Grady Clack Building. Appeal must state extenuating circumstances and explain how the issues are being addressed.

Student’s Legal name:

Last First MI Maiden

College Wide ID No (CWID): Program:

Semester of Admission/Year:

Fall, Spring or Summer semester of the year for which you are applying (example: Fall 2009)

I understand a full Non-Resident Waiver includes only a waiver of the non-resident portion of the semester credit hour tuition and that the remaining fees, as paid by Oklahoma residents, still apply. I further understand that my Non-Resident Tuition Waiver is conditionally awarded subject to verification of housing status, an Institution GPA of at least 2.0 and full time enrollment. Failure to meet any of the conditions stated above will result in the loss of this Non-Resident Tuition Waiver.

Student Signature: Date:

For Office Use Only:

HS GPA _____ ACT Composite _____ College GPA (24+ credit hours) _____ State of Residency _____

Number of Hours Enrolled _____ Degree _____ Campus Housing ____ Approved ____ Denied

Comments: _____

Signature: _____ Date: _____