

A Partnership for Oklahoma

NOC/OSU Gateway Program

Academic Advising Manual

Spring 2006

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The Gateway Program

In spring 2003, Oklahoma State University (OSU) and Northern Oklahoma College (NOC) entered into a Memorandum of Understanding (MOU) with joint benefits to both institutions. The purpose of the endeavor was to establish a relationship between NOC and OSU to provide remedial education to OSU and NOC students in Stillwater, Oklahoma.

The NOC-OSU Gateway Program has expanded the educational opportunities for the citizens of Oklahoma. The program is designed to assist freshman and transfer applicants to meet the qualifications for full admission to OSU. Credits earned through the Gateway Program apply toward OSU degree programs. Students enrolled in classes through NOC-Gateway have the option to live in OSU housing and participate with OSU students in a wide range of programs, services, and activities on the OSU campus.

NOC-Gateway serves three types of students: NOC and OSU students who are required to complete remedial courses, NOC students who are not admissible to OSU, and current OSU students who wish to enroll concurrently in NOC's general education courses. NOC-Gateway provides all remedial coursework not only for NOC students, but also for OSU students who need to remediate high school curriculum or performance deficiencies. Enrollment in remedial courses (composition, reading, math, and science) is seamless for OSU students – they enroll in these courses through OSU's student enrollment system.

Students who have applied for freshman admission to OSU but do not meet current admission requirements are offered provisional admission through the

Gateway Program. Students enter the Gateway Program by enrolling at NOC-Gateway. Graduates of accredited high schools or other students whose high school class has graduated are eligible to apply for admission to NOC. Students admitted into the NOC-OSU Gateway Program may transfer to OSU after they earn 24 hours of degree credit at NOC and meet OSU's minimum grade point average for admission as a transfer student.

NOC general education courses transfer as equivalent to specific OSU courses and meet general education requirements for both institutions. Courses regularly offered include freshman composition, American history and government, college algebra, introductory sociology and psychology, speech and humanities. A joint committee including faculty representatives from both NOC and OSU meet periodically to ensure that Gateway Program courses have common learning objectives and adequately prepare students for later OSU courses. The availability of transfer guides, degree requirement sheets, and ready access to OSU academic advisors helps to ensure that Gateway students choose courses that apply to their eventual OSU degree program.

In summary, the NOC-OSU Gateway Program provides open access and enhanced efficiency. All students, regardless of high school grades and standardized test scores, are eligible to enroll in the program. The combination of small class sizes and personalized attention offered by NOC-Gateway faculty and staff, and access to OSU advisors and campus activities will ease the transition to OSU and enhance student success. The Gateway Program enhances efficiency by allowing Northern Oklahoma College and Oklahoma State University to focus on

their strengths. NOC faculty teach all remedial courses, work closely with students who need additional time to prepare for university-level coursework, and offer general education courses for OSU students who are not able to enroll in these courses at OSU. This enables OSU to focus its resources on upper division and graduate courses.

Assessment of the Program

OSU and NOC will assess student academic success in courses taught by NOC faculty and in subsequent courses at OSU, retention of students who complete the Gateway Program, and student perceptions of NOC-Gateway courses.

Assessment methods will include measurement of student achievement in remedial courses, comparison of 2003-2004 data with historic data on the success of OSU students who took similar courses taught by OSU faculty, and administration of a telephone survey of student perceptions of the courses.

The partnership will be considered a success if the students who take courses taught by NOC faculty pass competency tests at the end of the course; have similar, or better, performance in subsequent OSU courses and retention at OSU than students who took similar courses taught by OSU faculty; and have positive perceptions of the courses. This assessment proposal and the annual results will be shared with OSU and NOC administrative leaders and appropriate councils and committees.

An article written by Nestor Gonzales (April, 2005) entitled, "OSU/NOC Gateway Students Say Program is Successful," is reprinted below:

Increasing enrollments, as well as student performance and feedback indicate the OSU/NOC Gateway program is a success. Responding to a recent survey, Gateway students said they were highly satisfied with the Gateway coursework and that courses prepared them to succeed at OSU.

"We are delighted that students are telling us the Gateway program is preparing them to succeed at the university level," said OSU System CEO and President David Schmidly. "The primary reason for this partnership was to provide access and success for Oklahoma students who want to come to OSU. Our partnership with Northern Oklahoma College is doing just that."

Students who have applied for freshman admission to OSU, but do not meet current admission requirements are offered provisional admission through the Gateway Program at NOC-Gateway. Enrollment in the program has been rising steadily since it began in Fall 2003 when 570 students enrolled at NOC-Gateway. Enrollment increased to 1,076 in Fall 2004 and is projected to surpass 1,500 in Fall 2005.

Gateway students pay the same tuition and fees as OSU students and have access to the campus transportation system, computer laboratories, OSU residence halls, the Edmon Low Library, Colvin Recreation Center, the Student Union, Student Counseling Services, Career Center, Student Health Services and a variety of other programs, services and activities, including most OSU student clubs.

Dr. Gail Gates, OSU Associate Vice President for Undergraduate Education, said telephone interviews with Gateway participants were conducted in March 2004 with students who completed courses taught by NOC in Fall 2003. Surveys were completed by 248 students or 56 percent of the students who began taking courses at NOC in Fall 2003. Nearly all of the students who participated in the survey (96 percent) had taken remedial math at NOC in Fall 2003.

Students were asked about adequacy of preparation for OSU courses, the advantages and disadvantages of courses, their satisfaction with instruction and recommendations to improve instruction and academic support services.

Of the respondents, 91 percent said they were “satisfied” or “very satisfied” with overall instruction in the Gateway program. Eighty-eight percent gave the same responses for the quality of self-paced instruction, and 84 percent said the same about computer-based instruction. Sixty percent of the respondents said they were “well prepared” or “very well prepared” for OSU math courses as a result of taking the NOC courses.

Gates said 93 percent of the Gateway students said they were “satisfied” or “very satisfied” with the availability of computers outside class, and 95 percent said they were “satisfied” or “very satisfied” with academic support, such as tutoring that was available outside the classroom.

Gates said the advantages of the Gateway program include the ability of Gateway students to work at their own pace, smaller class sizes, more one-on-one assistance, availability and quality of tutoring, more computer-based instruction and more personal attention from

instructors.

“Based on the survey and our experience, we feel the program is very successful,” Gates said. “Gateway students are doing as well or better in NOC- provided courses as they were in OSU remedial classes, and they are doing as well in subsequent university-level courses. Their retention rates are the same or higher in some cases, and they have positive perceptions of their OSU/NOC education.”

Questions & Answers Academic Advising

Who can enroll in NOC-Gateway courses?

Students who are not admissible to OSU, students who are currently enrolled at NOC, and current OSU students may enroll at the end of the OSU enrollment period.

What courses are offered?

NOC-Gateway faculty teaches remedial math, composition, reading, and basic science courses for OSU and NOC students.

NOC-Gateway also offers several general education courses including algebra, statistics, composition, American history and government, humanities, speech, computer concepts, and introductory psychology and sociology.

For the most recent schedule of classes, go to:
http://www.north-ok.edu/2002/admissions/B_class_schedule_main.htm

How do students enroll in NOC-Gateway courses?

OSU students may enroll in remedial courses through SIS. These courses are found under University (UNIV).

Students who wish to enroll in general education courses at NOC must apply for admission to NOC-Gateway, pay the application fee (\$25), and enroll through NOC-Gateway.

Can OSU advisors enroll or drop students from NOC general education courses?

No. Students who want to enroll in a NOC general education course or drop a NOC general education course must contact NOC.

How do students receive their grades from NOC?

Grades for students enrolled in the Gateway program will be automatically sent to OSU at the end of the semester. Students who are taking an NOC internet course or a course taught through Tonkawa will have to request an official transcript be sent to OSU.

Why is Joan Payne listed as the OSU advisor?

Joan Payne's name is listed as the advisor for monitoring purposes only. NOC students who transfer to OSU will be assigned an OSU advisor when they are accepted to OSU and enroll their first semester.

Is a "student petition" necessary for concurrent enrollment at NOC and OSU?

No. The Registrar's Office no longer requires these petitions for concurrent enrollment. Advisors should make students aware of the OSHRE maximum of 24 hours in fall or spring semesters.

The student will need to complete an application for admission to OSU and pay the \$40 application fee.

Where do I find the Transfer Credit Guides?

Transfer Credit Guides can be found at:
<http://www.okhighered.org/student-center/transfer-stdnts/course-transfer.shtml>

Or on SIS, Screen 140:

```
140 Equivalency Maintenance
Screen: ___ SID: _____ School Code: 0009763 Course: ACCT1013 Col: ___
                                           Eff Mnth/Yr: _____
Evaluation College: ___
Effective Month/Yr: ___ thru _____ INSTITUTION LEVEL CET

TULSA COMMUNITY COLLEGE
Course Title Min Grade 1
1. ACCT1013 FINANCIAL ACCTG ___ Y
2.
3.
4.

OSU Equivalent Max Credit
1. ACCT2103 ___ FINANCIAL ACCOUNTING 3.00 Y
2. ___ ___ ___
3. ___ ___ ___
4. ___ ___ ___

Copy to: Last Maintained: 12-11-2001
4-© 1 Sess-1 139.78.100.9 TCP01574 4/10
```

On School Code, insert NOC's code (0003162), the course to be transferred, and press enter. Continue to press enter until the course number appears. If it does not appear, contact Transfer Evaluations at 744-7679 for assistance.

Questions & Answers Financial Advising

What is the difference in cost between attending OSU and NOC-Gateway?

Students in the NOC-OSU Gateway program pay the same tuition and fees as OSU students. Payment of fees gives students access to the campus transportation system, computer laboratories, Colvin Recreation Center, Student Union, Student Counseling Services, Career Center, Student Health Services, Edmon Low Library and a variety of other programs, services, and activities.

NOC-Gateway students also have the opportunity to purchase an All-Sports Ticket, which provides admission to a wide variety of intercollegiate athletic events, including Cowboy football.

How does the student start the process to receive financial aid for the course(s) taken through NOC?

The student must first complete the FAFSA and include the OSU school code (003170). Then, they contact their academic advisor to complete the appropriate paperwork.

Advisors complete the "Academic Advisors Approval" form, which can be found at <http://www.okstate.edu/finaid/forms.html> [Click on the Academic Advisor Approval of Northern Oklahoma College (NOC) or Tulsa Community College(TCC) Courses for OSU-Stillwater Degree link]. Complete the online form and e-mail to csortfa@okstate.edu.

Can OSU students combine work from OSU and NOC to achieve full-time status for financial aid?

Yes. Gateway students are eligible to apply for the full range of federal and state financial aid programs. For students who are concurrently enrolled, hours from both NOC and OSU are included in the calculation of total hours.

To ensure the student receives the maximum possible eligibility, a financial aid consortium agreement between NOC and OSU has been signed. This consortium agreement allows students to receive aid as full-time students if their combined enrollment is 12 or more hours.

Advisors complete the "Academic Advisors Approval" form (see previous question for details).

Can a student receive financial aid for course(s) taken at Northern Oklahoma College in Tonkawa or some location other than Stillwater?

Yes. If the academic advisor approves the course(s) and a financial aid consortium agreement has been signed.

Will the student's financial aid be paid directly to NOC?

No. It is the student's responsibility to pay NOC directly. Their financial aid will be disbursed to their OSU bursar account and any excess will be refunded back to them.

If a student is taking all their courses at NOC can they still receive financial aid from OSU?

Yes. As long as the student is seeking a degree from OSU and their academic advisor approves the course(s) and a financial aid consortium agreement has been signed.

How does a student's bill at NOC get paid? When is it due?

The student is responsible for paying their bill at NOC, using their own personal resources. Payment to NOC is normally due prior to the first day of classes.

What happens if a student withdraws from one or all of their NOC courses?

Their eligibility for financial aid is based, in part, on the number of hours in which they enroll. Any changes to their enrollment may change financial aid eligibility. They need to contact the Office of Scholarships and Financial Aid (405-744-6604) because each situation is unique.

Can a student be required to pay back financial aid they have already received?

YES!! If they drop a NOC class, they could be required to pay back financial aid they already received during the same semester. They should contact the Office of Scholarships & Financial Aid (405-744-6604) before dropping or withdrawing from any course because each student's situation is unique. For example, students who drop a NOC short course before it begins (even though it may not start until the middle of the semester) may have to pay back some or all of their financial aid that has already been paid to them.

Can students apply OSU tuition waiver scholarships to NOC tuition charges?

No. OSU tuition waivers apply only to OSU coursework.

Can hours earned at NOC apply toward the 28 hours needed for continuation of multi-year tuition waivers?

Yes. The terms of those awards specify that students must earn 28 hours each year. Students who do not earn 28 hours during the fall and spring semesters at OSU-Stillwater or OSU-Tulsa may enroll at any accredited college or university during the summer to earn the GPA or number of hours required to maintain the tuition waiver.

Questions & Answers General Information Questions

Who can I contact at NOC if I need assistance?

The telephone number is 405-744-2246 or 580-628-6220.

Who teaches the NOC-Gateway courses?

Faculty from Northern, including current and former OSU adjunct faculty, provide instruction for the general education and remedial courses. Criteria for faculty include: master's degree, prior teaching experience, exemplary pedagogy, excellent communication skills, ability to bring relevance to curriculum, compassion for students, ability to advise students, ability to recognize and adapt methodology to various learning styles of students, and competency in the use of computer mediated instruction software and other instructional technologies.

How will the quality of the NOC courses be evaluated/monitored?

An extensive assessment plan has been developed by representatives of NOC and OSU. Improvement in student learning is being assessed by administration of standardized tests at the beginning and end of the remedial classes. Performance of OSU students who complete remedial courses taught by NOC will be compared to students who completed remedial courses last year at OSU by examining their grades in relevant courses the following semester.

Other assessment methods will be used including a telephone survey of student satisfaction with NOC remedial courses.

In addition, a joint OSU-NOC articulation committee will work to ensure seamless articulation of courses between the two institutions. Similar syllabi and comparable textbooks will be used in OSU and NOC general education courses.

Can OSU students taking courses at NOC-Gateway participate in campus organizations/activities?

Yes. OSU students who also take courses at NOC can participate in organizations (except Greek Life). Students interested in music organizations need to contact the OSU Music Department.

Student who enroll in NOC-Gateway courses pay equivalent tuition and fees as OSU courses.

How do students purchase an All-Sports Ticket?

If the student is concurrently enrolled at OSU and NOC the ticket may be purchased through the SIS Web for Students prior to the beginning of fall classes. Students enrolled in only NOC classes must purchase the ticket through the OSU Athletic Department.

How can I tell if a student is a Gateway student?

Students attending only NOC classes in the Gateway program have a unique matriculation in the SIS system. They are listed as GU NGUG NOC on the 110 screen:

```
110 Academic Program Maintenance          DOE, JANE, II
Screen:  __  SID: 888888888  Course:  _____  Term: 062
                                         Oklahoma State Uni
                MATRICULATION HISTORY          MATRICULATION RECORD
Seq Acad Program  Cls Car Ent Exit      Col: GU  General University
 1  GU  NDUG NOC  FR  U  062 062      Deg: NDUG Nondegree program, undergradu
 2                                     Maj: NOC  NOC (with OSU student privile
                                     Class: FR  Class Rule: UH  Residency: R
                                     Career: U  Grade Rule: U  S  Level: U
Prev Schl:  _____

                                     Term/Date  Action/Reason
Entry: 062          X  Not Determined
Exit: 062          EP End of Program

Final:  _____

Exp Rtn Leave:  _____
Exp Grad Term:  _____  Degree Catalog: 056
Deg Ckout Term:  _____  Deg Ckout Status:  _
Degree Awarded:  _____

                                     Delete:
4-©          1 Sess-1  139.78.100.9          TCP01574          4/10
```


SIS Screens 109 - Student Schedule

```

109 Student Schedule   FR   GU  NDUG NOC   DOE, JANE, II
Screen:  ___  SID: 888888888  Course: TEMP   Term: 062  Printer Code:  ___

S                               Spring 2006
T Course                      Cred GT Title                      Days   Times      Bldg Room
  Oklahoma State  Univers Special                      01-09-06 to 04-28-06
E TEMP-1999-501  3.00   NOC-COMPUTER CONCEPTS  TBA                                CBM  TBA
E TEMP-1999-502  3.00   NOC-ENGLISH COMPOSITION  TBA                                CBM  TBA
6.00 Total Registered Hours

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4-©                1 Sess-1    139.78.100.9                TCP01574                4/10
  
```

SIS Screens Screen 110 - Academic Program Maintenance

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110 Academic Program Maintenance           DOE, JANE, II
Screen:  ___  SID: 888888888  Course:  _____  Term: 062
                                         Oklahoma State Uni
MATRICULATION HISTORY                     MATRICULATION RECORD
Seq Acad Program  Cls Car Ent Exit      Col: GU  General University
1  GU  NDUG NOC   FR  U  062 062      Deg: NDUG Nondegree program, undergradu
2                                         Maj: NOC  NOC (with OSU student privile
                                         Class: FR  Class Rule: UH  Residency: R
                                         Career: U  Grade Rule: U   S   Level: U
Prev Schl:  _____

Term/Date  Action/Reason
Entry: 062  X  Not Determined
Exit: 062   EP End of Program

Final: _____

Exp Rtn Leave: _____
Exp Grad Term: _____  Degree Catalog: 056
Deg Ckout Term: _____  Deg Ckout Status:  _
Degree Awarded: _____

Delete:
-----
4-©                1 Sess-1    139.78.100.9                TCP01574                4/10
  
```

SIS Screens Screen 119 – Term Report Flags

```

119 Term Report Flags                                DOE, JANE, II
Screen: ___ SID: 888888888 Course: _____ Term: 062
ADVISOR (1): joan payne
          (2): _____
          GROUP: ___

REPORT FLAGS (Group 1)    REPORT FLAGS (Group 2)    ATHLETIC CODES
Flag (1): -              Flag (11): -              Flag (18): -          Code (1): ___
Flag (2): -              Flag (12): -              Flag (19): -          Code (2): ___
Flag (3): -              Flag (13): -              Flag (20): -          Code (3): ___
Flag (4): -              Flag (14): -              GI Cert: -            Code (4): ___
Flag (5): -              Flag (15): -              Full Time Est Tuit: - Code (5): ___
Flag (6): -              Flag (16): -              Late Reg Fee Waiver: -
Flag (7): -              Flag (17): -              Pre-Reg Priority: -
Flag (8): -              Deferral Calc'd: N
Flag (9): -
Flag (10): -

Date 1st Reg Rcvd: 11-23-2005                        Scheduled in
                                                    Acad Units: ___

Date Last Maint: 03-04-2006
4-©                1 Sess-1    139.78.100.9    TCP01574    7/18
  
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SIS Screens 136 - Transcript Display

```

136 Transcript Display                                GOOD, AMANDA
Screen: ___ SID: _____ Career: U Undergraduate    Printer Code: ___
-----Fall 2004-----                            Next Page: ___
Admitted Program:
General University
Nondegree program, undergraduate level
Major: NOC (with OSU student privileges)

-----
          AHRs    EHRs    QHRs    QPTS    GPA
Current      0.00    0.00    0.00    0.00    0.000
Institution   0.00    0.00    0.00    0.00    0.000
Cum Grad/Ret  9.00    6.00    6.00    18.00   3.000
Transfer Credit Applied to Spring 2005
NORTHERN OKLAHOMA COLLEGE    Jan 2005 - May 2005
ENGL1213    ENGLISH COMPOSITION II      B    3.00
MATH1513    INTERMEDIATE ALGEBRA        S&    0.00
POL1113     AMERICAN NATL GOVERNMENT    B    3.00    Unofficial
SOC 1113    PRNCPLS OF SOCIOLOGY        A    3.00    Academic
SPCH2713    ORAL COMMUNICATIONS        A    3.00    Record
School Total:                                12.00

Page 2 of 3
4-©                1 Sess-1    139.78.100.9    TCP01574    4/37
  
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SIS Screens Advisor Information Screen

ADV INFORMATION SCREEN		DOE, JANE, II	
Screen: ___	SID: 888888888	Course: _____	Term: 062
		Enrollment Begin Date: 10-30-2005 End Date: 01-17-2006	
Spring Advising Hold: Y		Advisor Name: PAYNE, JOAN	
Summer/Fall Advising Hold: Y		Last Changed By: 5870	Date: 03-07-2006
Other Holds - Reg: 0 Transcript: 0 Admiss: 0			
Permanent Address			
Street Line 1: 123 EASY STREET			
Street Line 2:			
City	State	Zip: ANYTOWN TX 74074	Area-Phone Cntry US
E-mail Address:			
Local Address			
Street Line 1:			
Street Line 2:			
City	State	Zip:	
Birthdate	Sex	Ethnic	Marital
12-17-1988	F		
College	Degree	Major	Conc
GU	NDUG	NOC	
Lvl	Class		
U	FR		
Previous Name:		Previous SID:	
4-@	1 Sess-1	139.78.100.9	TCP01574 4/11

Forms

Application Form - NOC

<http://www.north-ok.edu/2002/index.htm>

<http://www.north-ok.edu/2002/admissions/pdf/2005/Application%20for%20Admission.pdf>

Application Form - OSU

<http://admissions.okstate.edu/AdmissionApplicationPacket.html>

<http://admissions.okstate.edu/AdmissionApplicationPacket.pdf>

Academic Advisor Form
<http://www.okstate.edu/finaid/forms.html>

**Academic Advisor Approval of
 Northern Oklahoma College (NOC) or
 Tulsa Community College Courses (TCC) for
 OSU-Stillwater Degree**

By completing and emailing this form to the address below, the Academic Advisor and Director of Student Academic Services serves as approval of the courses for purposes of financial aid eligibility. The form must be emailed to the address below by the Director of Student Academic Services or the Director's designee. Since email addresses will serve as the 'signature' of the authorized official, paper forms will not be accepted.

The form is designed to be completed in Word by using the **TAB** key to navigate from field to field.

- | | |
|----------------|--|
| Step 1: | Academic Advisor completes Section A and saves the form. |
| Step 2: | Academic Advisor emails saved form to the Director of Student Academic Services. |
| Step 3: | Director of Student Academic Services (or designee) completes Section B. |
| Step 4: | Director (or designee) emails the completed form to OSFA at csortfa@okstate.edu |

Section A: Completed by Academic Advisor				
Student Name:				
SSN:				
Major:				
Sem/Year Enrolled:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year: Select Year
Concurrent Institution:	<input type="checkbox"/> NOC	<input type="checkbox"/> TCC		
Approved Course Title	Course Prefix	Course Number	Credit Hours	
Total Number of Credit Hours:				
Rationale for Enrolling in Concurrent Courses:				
Name of Academic Advisor			Date	

Section B: Completed by Director of Student Academic Services	
Name of Director (or designee)	Date

Email completed form to OSFA at csortfa@okstate.edu

Important Contact Information

NORTHERN OKLAHOMA COLLEGE	http://www.north-ok.edu	405-744-2246
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DIRECTOR: Debbie Quirey	dquirey@okstate.edu	405-744-2212
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ASSISTANT DIRECTOR: Leslie Johns	johnsla@okstate.edu	405-744-2205
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ADMISSIONS SPECIALIST:		405-744-2263
-------------------------------	--	---------------------

FINANCIAL SERVICES ASSISTANT: Marsha Tichenor	mticheno@okstate.edu	405-744-2232
---	--	---------------------

TUTORING CENTER		405-744-2201
------------------------	--	---------------------

FAX		405-744-2227
------------	--	---------------------

OSU UNDERGRADUATE ADMISSIONS: Karen Mott	karen.mott@okstate.edu	405-744-7679
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Hours of Operation

ADMINISTRATION OFFICE	Monday - Friday	8:00 AM - 5:00 PM
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ADMISSION OFFICE	Monday - Friday	8:00 AM - 5:00 PM
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TUTORING CENTER	Monday - Thursday Friday	8:00 AM - 9:00 PM 8:00 AM - 5:00 PM
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