

ESL Institute Orientation Guide



2013-2014





Welcome to Tulsa Community College

The International Student Services Office is very excited to have you as an International Student at Tulsa Community College. We sincerely hope that you enjoy your time at TCC and that your TCC degree will serve you well in the years to come.

The International Student Services Office was created to advise you regarding your immigration status while you are at TCC. It is our goal to provide you with current and accurate information regarding both immigration as well as TCC policy. If you have questions at any time about immigration or TCC policy, please feel free to contact us.

The purpose of this orientation guide is to provide you with information you need to make wise decisions regarding your immigration status while you are at TCC. While it is almost impossible to put every regulation or suggestion into an easily readable guide, this guide covers many of the major issues that you will face at TCC and will help to answer some of your basic questions. Again, we welcome your questions because many times problems can be avoided by asking a question.

In closing, thank you for choosing Tulsa Community College! We look forward to getting to know you during your time at TCC and hearing about your current and future successes. We also appreciate your referrals of family and friends so that we can continue to grow and offer additional services to International Students.



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Your I-20

The I-20 is your “identification” document while you are in the United States. Your permanent I-20 record is maintained in the SEVIS (Student and Exchange Visitor Information System) database and only the school which issued your I-20 has access to it. When you transfer to another school, access to the I-20 record is transferred to the new school. Many government agencies are required to check your I-20 when you apply for other documents, such as a driver’s license or social security card. Therefore, it is extremely important that you:

- Read and understand all three pages of your I-20
- Make sure that the information on your I-20 is correct
- Update any changes to your I-20 as soon as possible
- Carry your I-20 with you at all times
- Notify the ISS Office if your I-20 is lost or stolen

Important Sections on Your I-20

1. This is your SEVIS ID (identification) number. Some applications that you fill out may require you to provide this number.
2. This section contains your personal information. Please make sure that your name and birthday are correct.
3. This section contains information about your “school of record.” You are allowed to attend more than one school at the same time (called co-enrollment) but your school of record must first give approval and then verify that you completed the required hours. Also, you can only apply for work authorization through your school of record.
4. This section contains information regarding your educational program at your school of record. If you change your major field of study, you should notify your school of record as soon as possible. It is also important to know the end date of your program. If you do not complete your program by the end date listed, your I-20 will automatically be terminated (cancelled). You can file for a one year extension, but you should have a valid reason for doing so.
5. This is the I-20 signature line. Your I-20 should be signed here and on page 3 of your I-20 by your international advisor. The signature on page 3 of your I-20 allows you to travel in and out of the U.S. for up to one year past the date of the signature. If you plan to travel more than one year after the date of signature, you should have an international advisor sign the I-20 again.

I-20 Sample

U.S. Department of Justice
Immigration and Naturalization Service

Certificate of Eligibility for Nonimmigrant (F-1) Student
Status - For Academic and Language Students (OMB NO. 1115-0051)

Page 1

Please read Instructions on Page 2

This page must be completed and signed in the U.S. by a designated school official.

SEVIS

1. Family Name (surname):

Ibis

First (given) Name:

Sebastian

Middle Name:

Country of birth:

BRAZIL

Date of birth (mo/day/year):

05/16/1983

Country of citizenship:

BRAZIL

Admission number:

For Immigration Official User

U.S. IMMIGRATION
080 MIA 3070
ADMITTED
JAN 1 8 2003
CLASS UNTIL

Student's Copy
N0000110429

2. School (School district) name:

University of Miami

University of Miami Undergraduate

School Official to be notified of student's arrival in U.S. (Name and Title):

Cristina Florez

Advisor, International Student and Scholar Services

School address (include zip code):

5600 Merrick Drive, 21-F
Coral Gables, FL 33124-5550

School code (including 3-digit suffix, if any) and approval date:

MIA214F00234000 approved on 09/10/2002

Visa issuing post

Date Visa Issued

Reinstated, extension granted to:

3. This certificate is issued to the student named above for:
Continued attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States:

BACHELOR'S

5. The student named above has been accepted for a full course of study at this school, majoring in Advertising.
The student is expected to report to the school no later than 01/17/1999 and complete studies not later than 05/12/2005. The normal length of study is 45 months.

6. English proficiency:

This school requires English proficiency.
The student has the required English proficiency.

7. This school estimates the student's average costs for an academic term of 9 (up to 12) months to be:

| | | |
|------------------------------------|----|-----------|
| a. Tuition and fees | \$ | 24,810.00 |
| b. Living expenses | \$ | 11,062.00 |
| c. Expenses of dependents (0) | \$ | 0.00 |
| d. Other (specify): Books/Supplies | \$ | 775.00 |
| Total | \$ | 36,647.00 |

8. This school has information showing the following as the student's means of support, estimated for an academic term of 9 months (Use the same number of months given in item 7).

| | | |
|------------------------------|----|-----------|
| a. Student's personal funds | \$ | 0.00 |
| b. Funds from this school | \$ | 0.00 |
| Specify type: | | |
| c. Funds from another source | \$ | 36,647.00 |
| Specify type: Family | | |
| d. On-campus employment | \$ | 0.00 |
| Total | \$ | 36,647.00 |

9. Remarks:

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized to issue this form.

Cristina Florez

Advisor, International -
Student and Scholar Service

Name of School Official

Signature of Designated School Official

Title

01/10/2003 Coral Gables, FL
Date Issued Place Issued (city and state)

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student

Signature of Student

Date

Name of parent or guardian
If student under 18

Signature of parent or guardian

Address (city)

(State or Province) (Country)

(Date)

Other Important Documents

It is also very important to protect and maintain your other immigration and/or identification documents, including:

1. **F-1 visa.** The F-1 visa acts as your “ticket” into the United States. Once you have been admitted into the United States it is “okay” if your F-1 visa expires as long as you have properly maintained your F-1 visa status and have a valid I-20. If your visa expires inside the U.S., you are NOT required to leave the country, but if you do leave the country you will not be allowed to return to the U.S. until you have gone to a U.S. Embassy to renew the visa.

Note: Some students will have a **Change of Status Letter** because they changed to F-1 status while in the U.S. in a different status. This letter is also good during your stay in the U.S. but if you leave the country, you must go to a U.S. Embassy to apply for the visa stamp in your passport.

2. **Passport.** Be sure to check the expiration date and reapply for a new passport before it expires. According to immigration policy, you should maintain your passport so that it is always valid at least 6 months into the future.
3. **I-94 card.** Upon entry into the U.S., you should have been issued a small white card called the “I-94 Departure Record”. This card shows when and where you entered into the U.S. and the date by which you are required to depart the country. For F-1 visa students, the date should be listed as “D/S” or “Duration of Status” which means that as long as you are maintaining your immigration status you can stay as long as you need to in order to complete your education. If the I-94 card is lost or stolen, you should reapply for a new one as soon as possible.
4. **Driver’s License/State Picture ID.** If you plan to drive while you are in Oklahoma, you should have an Oklahoma Driver’s License. A driver’s license also acts as a standard form of identification when applying for goods or services at many businesses. If you have questions about how to apply for an Oklahoma Driver’s license or an Oklahoma Picture ID please contact:

Department of Public Safety
3190 W 21st ST S.
Tulsa, OK
918-428-4030

Maintaining Your F-1 Visa Status

When talking about status maintenance, there are two types of status “In Status” and “Out of Status.”

A student is “**In Status**” if he or she:

- Is enrolled full-time
- Is not working without USCIS or ISS Office authorization
- Notifies the ISS Office of any change of address, phone number, or program of study
- Makes progress toward a degree
- Is not deportable for any reason

A student is “**Out of Status**” if he or she:

- Does not stay enrolled full-time (with some exceptions)
- Works without USCIS or ISS Office permission
- Fails to notify ISS staff of any changes to address, phone, or major
- Fails to make progress toward a degree (with some exceptions)
- Becomes deportable for any number of reasons

If a student is “Out of Status”, he or she may:

- Have his or her SEVIS I-20 terminated (cancelled)
- Be detained by Immigration & Customs Enforcement (ICE) Agents
- Be deported to their home country

Reinstatement

Depending on the actual circumstances, when a student is determined to be “Out of Status,” the usual consequence is that the I-20 is terminated (or cancelled) in the SEVIS system. Once the I-20 is terminated, if the student is eligible, he or she should file a request to be “reinstated to F-1 status” so that they may legally remain in the U.S. and continue their studies. Reinstatement should be done as soon as possible after the status violation to avoid any problems with Immigration and Customs Enforcement (ICE). Reinstatement is costly and it stays on the immigration record permanently and does affect eligibility to apply for certain immigration benefits such as being authorized to work. The ISS Office will advise you and provide you with the proper forms. In very serious cases, you may need to contact an immigration attorney.

Full-time Enrollment

One of the requirements for F-1 visa students to stay “In Status” is to maintain Full-time enrollment. What does “Full-time enrollment” mean?

- An F-1 student must be enrolled in (and complete) a minimum of 12 credit hours each Spring and Fall semester. The student must be enrolled in 12 hours within the first week of the semester so that TCC may report that students are properly enrolled.
- An F-1 student is NOT required to be enrolled during the Summer semester UNLESS the summer semester is the student’s first semester in which case he or she must enroll in at least 6 hours.

Course Options

TCC offers a large variety of course types, including:

- day and night courses
- 16-week (full semester), 8 week, intersession, and short-term classes
- Distance classes: Internet and Cable Channel 21 courses

A student must be enrolled in at least 9 hours of in-class courses, but the additional 3 hours or more can be distance courses.

Exceptions to Full-time Enrollment

There are some exceptions to the full-time enrollment rule BUT these exceptions should be discussed with an International Student Services advisor BEFORE the student drops classes or fails to enroll as the exception must be noted on the I-20. The exceptions are:

1. The student does not need 12 hours in their last semester to graduate.
2. The student is having difficulty with the English language or reading requirements of the class (This is a one-time exception, usually taken within the first few semesters and the student must enroll full-time the following semester.)
3. A well-documented medical reason (This is a one or two semester exception and the student must provide documentation from a doctor and be enrolled full-time during the following semester). Pregnancy does NOT count as a medical reason for an enrollment exception.

(Note: Nursing students must also meet these enrollment requirements—there is no special exemption at TCC for this program.)

Co-enrollment

Although students are required to attend the school who issued their I-20, they may also apply to attend another school on a part-time basis in order to meet the 12 credit hour enrollment requirement for spring and fall. For example, a student may wish to take 9 credit hours at TCC and 3 credit hours at OSU, NSU, OU, Langston, etc. Because the total number of hours equals 12, the student is considered "In-Status."

The ISS Office can approve your request and give you a permission form to attend the other school. The ISS Office will ask for a copy of your enrollment schedule from the other school and must receive a transcript from the other school you attended to verify completion of the 12 total hours.

During the summer semester, the student may choose not to enroll in any classes at their school of record and take up to 9 hours at the other school.

Grades that affect your status

In order to maintain your immigration status, you are required to enroll in and complete 12 credit hours in the Spring and Fall semester. In order to "complete" a class, you must receive one of the following grades: A, B, C, D, or F. Although the "F" (and sometimes "D") is a failing grade and does not count toward your degree, these grades do maintain your immigration status as long as you complete 12 credit hours. If a student's Grade Point Average drops below a 2.0, he or she may be placed on Academic probation or Suspension. If the student is suspended, he or she must leave TCC and attend another school, raise his/her GPA, and can reapply for admission to TCC after one semester.

Grades that may put the student "Out of Status" include the following:

| | |
|---------------------------------------|--|
| W = Withdrawal from a class | It is okay to withdraw from a class as long as you replace the class if you drop below 12 credit hours |
| AW = Administrative Withdrawal | A teacher may withdraw you from a class for a number of reasons (see catalog) |
| AU = Audit | An audit allows you to take a class but not receive a grade for it |
| I = Incomplete | You were not able to complete the class |

For example: Assume each class is 3 credit hours...

Grades for Jon = C, C, D, F 12 hours, student is In-Status

Grades for Diana = A, B, B, AW 9 hours, student is Out-of-Status

Work Options

1. Working on-campus at TCC

Eligibility: All students on a TCC I-20 are eligible

Benefit: Work Part-time up to 20 hours per week during the regular semester and up to 40 during the summer, job type is not important

Application: No immigration application required, apply through TCC

NOTE: Once a job offer is received, the student can apply for a Social Security Card and a FICA (Tax) exemption

2. Curricular Practical Training (CPT)

Eligibility: All students on a TCC I-20 who are required to complete a Nursing or Interior Design internship, and who have been in-status for at least one academic year.

Benefit: Work in a field related to student's major. The work must be a part of the student's curriculum / required coursework. Student must be supervised and receive a grade for the course.

Application: Apply through the International Student Services Office BEFORE you begin work. A notation must be made on your I-20.

3. Pre-Completion Optional Practical Training (OPT)

Eligibility: All students on a TCC I-20 who have been in-status at least one academic year

Benefit: Work part-time, off campus, in the student's field of study, for one year while the student is still taking classes at TCC

Application: Apply through US Citizenship and Immigration Services with the help of the ISS Office. Current cost to apply: \$380

NOTE: One year of this OPT prevents doing the post-completion OPT.

4. Post-Completion Optional Practical Training (OPT)

Eligibility: All students on a TCC I-20 who have been in-status at least one academic year

Benefit: Work full-time, off campus, in the student's field of study, for one year after the student has graduated from TCC.

Application: Apply through US Citizenship and Immigration Services with the help of the ISS Office. Current cost to apply: \$380

NOTE: May apply up to 90 days BEFORE graduation or 60 days AFTER graduation.

5. Severe Economic Hardship

Eligibility: All students on a TCC I-20 who have been in-status for at least one academic year. Must have a severe, documented, unforeseen change in financial support

Benefit: Work part-time, off campus, for one year while the student is still taking classes at TCC

Application: Apply through US Citizenship and Immigration Services with the help of the ISS Office. Current cost to apply: \$380

Applying for a Job on a TCC Campus

1. Go to the TCC web site at <http://careers.tulsacc.edu> or visit Student Career Services on any campus for a list of on campus jobs and to obtain an employment application.
2. Visit with a Career Placement Advisor if you need assistance completing the application or if you have questions regarding the job search process.
3. If you DO NOT have a Social Security Number, write "International Student" in the space provided.
4. Once you have been offered a position by the supervisor, your supervisor should e-mail a request for a letter of employment from Eric Lewis in the Human Resources Office and from Kenneth Kern or Diana Klinghagen in the International Student Services Office.
5. You must take the 2 letters, your passport, visa, and I-20 to the Social Security Office to apply for a Social Security Card. You may begin working before you receive the card, but you MUST provide your number to Human Resources BEFORE you can be paid.
6. You should also request a "FICA Exemption Form" from Human Resources. As an International Student you are not required to pay Medicare or Social Security Taxes. If you do not complete the form, these taxes will be deducted from your check automatically.
7. If you have any questions, please contact a Career Placement Advisor at:

Metro
EuWanda Sayles
595-7168
Rm 1014R

Northeast
Diana Allen
595-8419
Student Union
Rm 105

Southeast
Melyssa Hendrickson
595-7688
Rm 2215

West
Jennifer Champion
595-8179
Rm I-104

Student Activities & Fitness Centers

Every TCC campus has an office of Student Activities and a Fitness Center. As TCC students, you are eligible to participate in all activities and fitness programs.

In each Fitness Center, you will find top-of-the line sports and fitness equipment and will have the opportunity to join in sports and fitness activities.

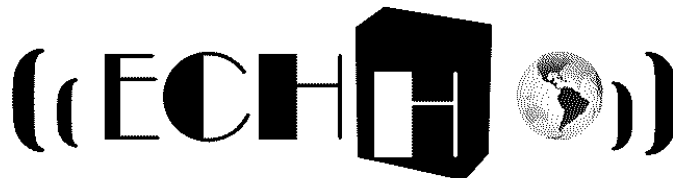
In the Student Activities Office, you will find discounted tickets to many entertainment opportunities in and around Tulsa, including discounted tickets for movies, museums, trips, and amusement parks.

The Student Activities Office can also provide you with a list of Student Organizations which you may want to participate in.

There are two International Student organizations:

1. The **International Association**: Meets on the Northeast campus and mainly, but not exclusively, serves the English as a Second Language population.
2. The **International Student Support Coalition**: Meets on the Southeast Campus and mainly, but not exclusively, serves F-1 visa students.

All student activities, fitness centers, and student organizations are a great way to get involved, make friends, and possibly serve in a student leadership position.



Exchanging Culture Helping and Honoring Others

ECHHO is a program that connects TCC faculty and staff to international students who are currently enrolled in our college. Participating students acquire an authentic glimpse into the lives of friendly American people living in Tulsa and surrounding areas. At the same time, volunteers gain an opportunity to explore cultures from around the world by interacting with their assigned international student(s). Through it all, both sides can develop long-lasting and meaningful friendships. We highly encourage your participation.

ECHHO partnerships are formed at the start of the Fall semester following orientation.

Transferring & Completion of Study

You must attend the school that issued your first I-20 for at least one semester (except under certain extreme circumstances). After the first semester, you are eligible to transfer to another school as long as that school has accepted you for admission. The process for transferring is as follows:

1. Contact the new school and meet their admission requirements. You will probably have to provide a copy of your official TCC transcript. The International Student Services Office does not have access to your Official Academic Transcript. You can request a transcript in person or by fax through any TCC Enrollment Services/Admissions Office.
2. Ask the new school for a transfer form for your TCC International advisor to complete.
3. Your TCC International advisor will complete the form and transfer access to your I-20 to your new school once you have been admitted.

Of course, we hope that you will graduate from TCC with a degree but we know that many circumstances affect students' ability to complete a degree at TCC. Once you complete your degree at TCC, you have 60 days to do one of the following:

1. Transfer to another institution
2. Return to your home country
3. Begin your Post-Completion OPT once you receive your Employment Authorization Document (EAD Card)—which may take a little longer than 60 days which is okay as long as USCIS received your application before your graduation date.



Be sure to pay close attention to the Program End Date on your I-20. Except for ESL classes, you have three years to complete your degree program. Some students change majors during the three years or have other difficulties which prevent them from completing in three years. If you do not complete your program BEFORE the Program End Date on your I-20, please notify an International Student advisor before the I-20 expires.

Transfer Strategies &

Suggestions

The process of transferring from TCC to another institution involves considerable preparation. Therefore, the following information may be used as a beginner's guide to the transfer process:

1. Start planning early by meeting with an academic advisor to ensure the classes you will be taking at TCC will transfer to the university of your choice.
2. Avoid obstacles by keeping track of application deadlines.
3. At the university of interest, ask an advisor for information on your academic program. Always ask about available transfer scholarships within your major.
4. Completing your Associates degree at TCC will benefit you in the transfer.



University web sites provide valuable information regarding advisement contacts, programs, accommodations, student life, employment, school history, recent news, and more. The following sites will help you locate your options in the State of Oklahoma:

1. www.okhighered.org
2. www.okcollegestart.org

Establish a timeline that can be used to remind yourself about tasks related to your transfer. For example:

- Semester 1: Start researching the university you'd like to attend and meet with a TCC career advisor to discuss transfer plans.
- Semester 2: Contact the university to confirm your TCC credits will transfer. Visit the university, get a feel of the surroundings, and pick up an application.
- Semester 3: Submit your application; first making copies of your documents.
- Semester 4: File for graduation at TCC. Submit your completed transcripts to the intended university and finalize the transfer with the ISS Office.

Graduation

Graduation is a celebration of the completion of your degree and we strongly encourage all students to attend the graduation ceremony!

You cannot officially graduate or get a degree from TCC unless you apply for it. During the semester in which you plan to complete the degree requirements for your major, you should apply for graduation with an academic advisor on any TCC campus. The advisor will perform a “degree audit” to make sure that you will meet the requirements for graduation. The advisor may ask you to return to sign paperwork after the degree audit is verified.

You may graduate at the end of any semester (Spring, Summer, or Fall) but there is only one graduation ceremony (called Commencement) each year. The graduation ceremony is held in early May. Even though you may attend the ceremony before you complete your degree, you will not actually graduate until your coursework is completed and verified. Graduation caps and gowns are free for graduating students.



- If you complete your degree in the **Fall (December)**, you should attend the ceremony the following May.
- If you graduate in the **Spring**, you should attend the ceremony at the end of the semester in May.
- If you are reasonably sure that you will graduate in the **Summer (July)**, you should attend the ceremony in **May**, BEFORE the Summer semester begins. Remember, even though you may attend the ceremony, you will not actually graduate until you complete your coursework and apply for graduation.

A Note about Responsibility

While the International Student Services Office makes every attempt to provide international students with the most current and accurate information regarding immigration policy, it is ultimately the student's responsibility to maintain their status.

This means that the student is responsible for:

- Reading and understanding their I-20
- Following immigration regulations and staying in status
- Following TCC policies and code of conduct
- Meeting enrollment requirements
- Meeting work authorization requirements
- Meeting deadlines for various applications
- Notifying the ISS Office of any changes to address, phone number and degree program
- Requesting an I-20 extension if the program is not completed within the allotted time listed on the I-20

If we notice a problem on your account or a benefit that you may qualify for, we will make every effort to contact you, however, **please do not expect the ISS Office to call you**. Please expect to do everything you can to make sure that you are meeting TCC and immigration policy as it is ultimately your status that will suffer if you do not.

Again, your immigration status is very important to us, we hope it is also important to you, the student. While we would like to be able to keep your specific circumstances in mind at all times, the large number of requests from past and present students as well as requests from potential students prevent us from focusing on a specific student's circumstances. Please take an active role in maintaining your immigration status and do not be afraid to ask questions or to contact the International Student Services Office. We are here to help!



Student Policies & Resources

The Student Policies and Resources Handbook is available on-line through the TCC main page by selecting the Student Services link. The direct link for the 2006-2007 handbook is:

<http://www.tulsacc.edu/archive/misc/policies.pdf>

Students should familiarize themselves with the handbook as they are subject to all policies and procedures and have certain rights under these policies as well. The following topics are discussed in the handbook:

- Academic Code Of Integrity
- Academic Counseling and Advising Policy
- Affirmative Action
- Blood Borne Pathogens
- Cancellation of Classes Due to Inclement Weather or Emergencies
- Children on Campus
- Communicable Diseases Policy
- Computer Services Acceptable Use Statements/Standards
- Denial of Admission or Readmission of Applicants
- Disabled Student Services
- Drug and Alcohol Prevention Program for Students Hazing
- Identification Cards Off-Campus Speakers Parking and Traffic Management (All campuses) Safety and Security
- Crime Statistics for the TCC Community
- Sexual Misconduct Smoking/No Smoking and Other Tobacco Use Policy
- Speech and Advocacy
- Student Code of Conduct Procedures
- Filing Student Complaints
- Student Dress - Appearance
- Student Insurance
- Student Messages
- Student Records

This information is also available through the Dean of Student Services Office on every campus.

Important Phone Numbers

Bursar / Cashier

SE: 595-7635
Metro: 595-7136
West: 595-8021
NE: 595-7435

Enrollment Services

SE: 595-7726
Metro: 595-7226
West: 595-8126
NE: 595-7562

Campus Police

SE: 595-7762
Metro: 595-7263
West: 8158
NE: 595-7562

Fitness Center

SE: 595-8640
Metro: 595-7348
West: 595-8225
NE: 595-8496

Career Services

SE: 595-7609
Metro: 595-7109
West: 595-8176
NE: 595-7451

Learning Resource Centers

SE: 595-7701
Metro: 595-7172
West: 595-8010
NE: 595-7501

Campus Store

SE: 595-7625
Metro: 595-7027
West: 595-8026
NE: 595-7425

Student Activities

SE: 595-7771
Metro: 595-7271
West: 595-8222
NE: 595-7571

Dean of Student Services

SE: 595-7668
Metro: 595-7148
West: 595-8007
NE: 595-7468

Student Health Services

SE: 595-7769
Metro: 595-7270
West: 595-8232
NE: 595-7570

International Student Services Northeast Campus

Phone: (918) 595-7478

Fax: (918) 595-8451

iss@tulsacc.edu

