

Oglala Lakota College



Business Department Student Handbook

Table of Contents

| | |
|--|-------|
| 1. Directory of Business Department Staff..... | 3 |
| 2. Mission and vision statement..... | 4 |
| 3. Goals and Objectives..... | 5-6 |
| 4. Admissions..... | 7-9 |
| 5. Attendance..... | 10 |
| 6. Student Rights and Responsibilities..... | 11 |
| 7. Grading Scale..... | 12-13 |
| 8. Financial Aid and Scholarships..... | 14-19 |
| 9. Status Sheet- needs and changes..... | 20 |
| 10. Book Assistance Program for Students..... | 21-22 |
| 11. Laptop Purchase Program..... | 23 |
| 12. Exit testing for Graduating Students..... | 24 |
| 13. Graduation Application..... | 25-26 |
| 14. Calendar Events | 27 |

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Vision Statement

Students will be provided the knowledge necessary to reach their maximum potential and are prepared to lead full and productive lives in the 21st century. The Oglala Lakota College Business Department ensures:

- Education excellence, equity, and high expectations for every student.
- Faculty will continually strive for excellence and stay abreast of the best practices in adult education.
- Develop and maintain partnerships among educators, business, and the community that support high academic achievement and opportunity for all students.

Mission Statement

Oglala Lakota College Business Department will provide the breadth of business education necessary for students to be successful within their communities while maintaining wolakolkiciyapi. The Business Department faculty will:

- Ensure that high expectations are maintained for all students.
- Build support for higher education on the Pine Ridge Reservation.
- Create learning opportunities that lead to success and a desire to be lifelong learners.

We do these things to strengthen the Lakota Nation through education.

Bachelors of Science in Business Administration

Business Core Program Learning Outcomes

Students will demonstrate the ability and skill to:

- 1 Evaluate the major functional areas of business including:
 - A. Ability to prepare, analyze, communicate and use economic and financial information
 - B. Ability to understand the duties of a manager: planning, organizing, directing and controlling
 - C. Ability to use marketing to successfully perform in the business environment
 - D. Ability to coordinate the knowledge learned in program core courses in the formulation and administration of sound business policy
- 2 Demonstrate well developed written and oral business communication skills
- 3 Ability to utilize current technology to critically and creatively solve business issues
- 4 Ability to apply ethical decision models and fundamental legal concepts to business decisions
- 5 Ability to use critical thinking to construct quantitative and qualitative analysis of business problems

OPTION A – Specialization in MANAGEMENT

1. Ability to evaluate and apply the functions of Human Resource Management

2. Demonstrate an understanding of small business by successfully completing a business plan
3. Ability to understand organizational issues and human behavior to apply leadership styles necessary to effectively solve problems

OPTION B – Specialization in ACCOUNTING

1. Recommend the appropriate managerial and business issues critical to analyzing accounting data and other information used for identifying and assessing opportunities and risks, developing organizational plans, allocating resources, and accomplishing objectives
2. Recommend relevant accounting principles and standards to specific business activities and workplace situations

OPTION C – Specialization in TRIBAL MANAGEMENT

1. Ability to select, apply for and manage a grant
2. Integrate principles of management and personnel supervision in relation to tribal programs
3. Apply behavior approach management with an emphasis on the understanding, prediction and control of human behavior in the tribal and organizational setting

OPTION D – Specialization in ENTREPRENEURSHIP

1. Determine individual leadership techniques to best suit a small business
2. Assemble a report in relation to the marketing research conducted for a business
3. Construct a business plan integrating reservation issues, licensing, tribal laws and codes

ADMISSIONS

Oglala Lakota College pursues an open door policy in which all qualified students will be admitted without regard to race, religion, origin or political belief. Enrollment in the college does not guarantee admission to any specific program, nor to any and all courses of study. To qualify for full access to college level courses, students must demonstrate minimum 10.1 grade level of reading comprehension as indicated by college readiness assessment (see policy 70-300).

A. Admissions

All applicants seeking admission to Oglala Lakota College must send each of the items listed below BEFORE, he/she will be admitted:

1. Complete Application and declare a major. Students may only declare one major at a time while attending OLC.
2. Furnish a copy of your high school transcript, or certificate of high school equivalency (GED Diploma) MANDATORY. Students with a Bachelor's Degree or higher will be required to submit documentation verifying the degree awarded.
3. Transfer students must send official college transcripts.
4. Verification of Tribal Enrollment if the student is a tribal member of a Federally Recognized Tribe. Complete College Readiness Assessment (see policy 70-300). Transfer students who do not have approved transfer college credit for English Composition or Algebra must complete the college readiness assessment.

Any student falsifying information is subject to being dropped from all classes.

Oglala Lakota College does not admit under the Ability to benefit criteria

B. Readmission

Former students of Oglala Lakota College not enrolled for two semesters or longer, must apply for readmission to the Registrar. Official transcripts of additional work completed at any other college, must be submitted.

C. Admission of Veterans

Veterans wishing to attend the college may use their veteran's educational benefits. New students need to pick up an application at the Registrar's office. Continuing students should notify the Registrar to fill out an enrollment certification for the semester (s) he/she will be attending OLC.

The veteran will need to stop in at the Registrar's Office and sign the enrollment certification a month before classes begin to receive certification and authorization prior to registration in order to receive monthly subsistence without delay.

D. General Education Development Classes

Students who have not completed high school and who do not have a G.E.D. may enroll for free G.E.D. classes at any of the college centers throughout the reservation. For further information, contact the college center director or tutor in your local district.

- Admission Application Form
- GED Request Form
- Lineage Form

Registration for course

Registration is held at each one of the eleven district college centers throughout the Pine Ridge Reservation, the Cheyenne River Reservation, and at the Rapid City Extension. There is general registration for one week at each local district center, the Cheyenne River Reservation and the Rapid City Extension and pre-registration beginning in May and November for the fall and spring semesters. One week after registration will be the week for processing records.

To be considered for online registration the applicant must supply the counselor with certified copies of degree of Indian blood, high school transcripts and college transcripts. Applicants who have a GED certificate must submit a copy of their certificate. Once these documents are

received by the Registrar's Office the student shall be assigned an ID and password that they use at the following website <http://exweb.olc.edu/ics> in order to register for classes.

Upon admission to the college there are a few other forms that you must fill out and hand in to the Registrar's Office. These are as follows:

- Declared Major
- Degree Application
- Incomplete Contract
- Graduation Requirement Course
- Instructor Override Form
- Request for Course Sub or Course Waiver Form
- Address Change Form
- Enrollment and Degree Verification Form
- Transcript Request Form
- Graduation Application
- Local Board and Board of Trustees Tuition Waver
- Veterans Tuition Waiver
- Disclosure Form

ATTENDANCE

Students are required to attend classes regularly. Instructors will submit attendance online weekly to the end of the semester.

If a student wishes to be excused from a class, it is the student's responsibility to clear the absence with the instructor. At that time the student must arrange for a make-up assignment. However, an excused absence is the same as an absence until the student has completed work equivalent to being in class within one week of the absence. Once the make-up assignment is completed, the instructor may change the absent to present depending on the circumstance and quality of work. This will only apply to no more than two absences.

A student will be dropped from a course after three consecutive absences or after five total absences by the Registrar.

The only exceptions will be made due to faculty error.

REINSTATEMENT

There are no reinstatements once the student is dropped due to 5 absences, unless there is proof of an error in the attendance.

TARDINESS

In formulating this policy it is understood that unique problems exist for both students and faculty due to the decentralized nature of OLC. Since classes meet only once per week, it is important that they be held □ even if they begin late.

Generally speaking, if an instructor is going to be late getting to a college center for a class, the center staff should always be notified. The following policy applies to cases where this has not been done:

A student shall be considered tardy for class, if he/she arrives late for class, but during the first hour of the class. A student arriving later than this, may be marked absent. This policy will not interfere with the instructor's prerogative to grade for class participation.

If an instructor is late for a class, students must wait for one half hour. After this time, the class will be considered cancelled for that week and must be made up.

In the event that no students appear for class at the scheduled starting time, the instructor should wait at least one half hour before deciding to cancel the class.

STUDENT RIGHTS AND RESPONSIBILITIES

REFERNCED FROM THE STUDENT HANDBOOK

Rights

Students at Oglala Lakota College have the right to the highest quality education possible and to a fair and just treatment by all departments of this college. Student records and transcripts are confidential. Students have the right to a timely and accurate financial statement and billing. Students are to be treated with respect and fairly graded. Students can participate in the governance of OLC by active involvement in their local student organization and boards, Piya Wiconi Okolakiciye and may visit any College Board meetings. Students have the right to appeal any actions again against them through grievance procedures outlined in the policy manual.

Responsibilities

Oglala Lakota College is obligated to provide students with the best possible environment, instructors, and curriculum and resources for your education. However, the responsibility for the quality of learning is that of the students. It is the student's responsibility to be in class, or to make arrangements for obtaining the information if he/she must miss a class. It is the student's responsibility to go to class prepared, to have the needed materials, to have completed required assignments to be ready to learn. It is the student's responsibility to drop a class if they can no longer continue. It is the responsibility of the student to let the instructor/counselor know when information is not clearly understood or extra help is needed. It is the student's responsibility to study the class material outside the classroom; learning is an active process and cannot be obtained by passively listening to a lecture.

At OLC, the students has a wide range of rights which are stated and protected by the policy manual. These rights are to ensure the student access to a quality education. Quality learning is only possible when the student accepts his/her responsibilities. Learning is the role of the student. The college's role is to assist the student in the process of learning. Together we can build a great future for you and the Lakota people.

GRADING/CHANGE OF GRADES

1. The instructor of each course shall be satisfied that the student has achieved competency in expected course objectives if credit is to be granted. Grades and assessment of students for credit work shall be the prerogative of the approved and assigned instructor within the grading policy of OLC.

A. The assigned instructor shall normally be the sole judge of the quality of student work and grades. B. If an instructor becomes unavailable before completion of the course or of giving grades, another

Instructor may either complete the course or grade by special examination.

2. Change of Grade

A. Changes of grades occur only upon written notification to the Registrar by the assigned instructor. A grade becomes permanent and cannot be changed after two semesters have passed from the end of the semester in which the grade was assigned.

B. Grades given by an assigned instructor may be changed only by written notice to the Registrar by the same instructor.

C. If the instructor is no longer available, the student must consult with the appropriate department chairperson.

3. Grade Grievances

Students with a grievance over a grade that has been assigned them by a faculty member may avail themselves of the following process to ensure that a careful review of the grade and the basis for it in the instructor's syllabus has been provided. However, in the end, it must be clear that only the faculty member can change the grade given. Students need to understand that grades have to represent a professional judgment on the level of academic performance and that hardship factors should not lead to a lowering of standards for student performance.

A. The first step is for the student to request a meeting with the faculty member to present their case for a different grade than that assigned. If the faculty member finds they had overlooked some work, not added correctly, been unfair, etc. he/she can submit a Change of Grade. If not, and the student is not satisfied, the student may proceed to step two.

B. If not satisfied with or unable to arrange step one, the student asks the Center Director to arrange a meeting with the faculty member, the Department Chair, and the Vice President for Instruction (within 12 weeks).

I. The student and the faculty member are then to give each of these people a copy of documentation of their case and the reasons for their actions. The syllabus should be a key reference in each case.

II. If the Chair and the Vice President agree with the grade assigned by the faculty member, the grade stands and no further action is warranted.

III. If the Chair and/or Vice President come to a conclusion with the instructor that a change of grade is called for, the instructor will submit a Change of Grade.

IV. If the Chair and/or Vice President feel a change is warranted and the faculty member cannot bring himself/herself to the same conclusion, no Change of Grade will be submitted and the faculty member's rights will stand inviolate. No further review is provided or allowed.

FINANCIAL AID & SCHOLARSHIPS

Mission Statement

To help those students who need assistance to further their education. Priority will be given to those people with the greatest need. Aid is administered in accordance with applicable laws of the United States regulations of the college stated in the Oglala Lakota College catalog and the policies and procedures in this manual.

PELL Grant applications must be completed on-line at www.fafsa.ed.gov before April 20th for each academic year. All applications should include Oglala Lakota college school code, which is 014659.

Financial Aid is available at Oglala Lakota College in the form of Grants, Employment, and Scholarships. Due to the limited amount of funds available through these aid programs, full time (12 credit hours or more) students with high need will be given priority.

Crazy Horse Scholarship

Students must be of Lakota ancestry, must be in good standing academically, demonstrates a financial need and must submit a thank you letter upon receipt of the award.

Wilms Scholarship

Established for the purpose of financially assisting "young Indian males" to achieve a college education. This award is also based on the interest accrued from the Wilms Scholarship Endowment fund per academic year. Criteria to be considered will be: academics, school and community activities, leadership, potential for completing college and financial need. \$500.00 will be awarded per student, in good standing, per semester.

McAlpine Scholarship

The applicant must be an incoming freshman, enrolled full-time.

Funding Exchange Scholarship

Applicants must be an enrolled member of a Federally-recognized tribe, must be a potential graduate for the current academic year, have an unmet need for financial assistance, be enrolled in a least 6 credit hours, have demonstrated academic achievement and have a cumulative semester GPA of 2.0 or better.

Edith Kooyumjian

Applicant must be an Oglala Sioux Tribal member, enrolled in at least 6 hours, 23 years of age or older, an undergraduate student, a need to support a family, and a financial need.

Long Wolf Memorial

This is for two undergraduate students who have demonstrated potential and sincere desire to perform college level academic work. Must be a member of federally recognized tribe, at least part-time enrollment, and demonstrate financial need.

Board of Trustees Scholarships

Attendance Scholarships

Scholarship based on 100% Attendance in previous semester.

An enrolled tribal member, 3.00 GPA and financial need is not a factor. Three awards for full-time students and three awards for part-time students.

Scholarship based on 95%-99% Attendance in previous semester.

An enrolled tribal member, 3.00 GPA and financial need is not a factor. Three awards for full-time students.

Community Involvement Scholarships

Scholarship based on Outstanding Community outside of the college.

Full-time student, 3.00 GPA, an enrolled tribal member and a letter of recommendation. Three awards.

Scholarship based on Outstanding College Involvement within the college/Student Org.

Full-time student, 3.00 GPA, and an enrolled tribal member.

Veterans Scholarship

Three awards for students, who are full-time, enrolled tribal members, 3.00 cumulative GPA and a DD-214 on file in the Registrar's office.

Business

Students with a major in the Business department, 3.00 GPA, unmet financial need, an enrolled tribal member, at least half time. Two awards for students with junior/senior standing and two awards for students with sophomore standing.

American Indian College Fund (AICF)

This is not a single scholarship, but is a number of scholarships we receive from the AICF with their own criterion which changes every semester. Selections are decided by the OLC Scholarship Committee.

Johnson Scholarship

Entrepreneurship Programs

All students who meet the criteria may apply for the Theodore and Vivian Johnson Scholarship Money by completely filling out the following form and attaching the required documents. Students, new or returning, need to fill out a new application every semester. Applications must be turned in to the FINANCIAL AID OFFICE, Billi Hornbeck.

NOTE: Five new programs have been added.

DEGREE PROGRAMS ARE: Business Administration, Business, Entrepreneurship, Accounting, Tribal Management, and General Business. (All of these degree areas have specific Entrepreneurial careers within.) These have been approved by the Johnson Foundation and have already been used at the other colleges receiving scholarship funds.

Max Pell Book Scholarship

Apply for financial Aid (FAFSA)

Do an Application

Have a financial need

Tribal Member

Meet Satisfactory Academic Progress

Amount will be \$500 limit

Scholarship will cover textbooks only

The deadline for this scholarship will be 100% drop date, students need to get a release from Financial Aid Office, and any amount over \$500 will be the student's responsibility.

This assistance will be to help students meet graduation requirements so the courses they register for need to apply to their degree that is on file.

Students must complete a Higher Education Grant application with their tribal education office. Students apply at the tribe they are enrolled in if the program is available.

A Free Application For Federal Student Aid (FAFSA), Pell Grant Application, must be completed and on file before a needs analysis can be filled out by the financial aid office and submitted to the Higher Education office.

Deadlines are very important!

Disbursement of Higher Ed

Tribal higher Education grants are paid out the first Friday of each month with the exception of the first month of each semester, which is paid out the third Friday due to the add/drop time frame. Tuition, books and fees will be deducted from the award of students who are not eligible for PELL, the balance of their award will be paid out monthly.

Higher Ed Contact Information

OST Higher Education Grant Program Director: Jackie Rowland

P.O. Box 562

Pine Ridge, SD 57770

Phone: 1-800-832-3651 or (605)867-5338 Fax: (605)867-1390

OST Higher Ed. Application - [Click Here](#)

Deadlines: Fall - June 15th Spring - November 15th Summer - April 1st

CRST Education Services Office Director: Dee Anderson

P.O. Box 590

Eagle Butte, SD 57625

Phone: (605)964-7880/7882 Fax: (605)867-1390

Contact the Education Services for an application.

Deadlines: Fall - June 15th Spring - December 15th

RST Higher Education Grant Program Director: Ann Valandra

P.O. Box 130

Rosebud, SD 57570

Phone: (605)747-2375 Fax: (605)747-5274

Contact the Higher Ed Office for an application.

Deadlines: Fall - July 15th Spring - December 1st

SRST Office of Higher Education Director: Ann Valandra

P.O. Box D

Fort Yates, ND 58538

Phone: (701)854-854-7231 ext. 255/258

Contact the Higher Ed Office for an application and deadlines

Sisseton Wahpeton Oyate Higher Education Grant Program

Old Agency

Box 689

Sisseton, SD 57262

Phone: (605)698-7676 Fax: (605)698-3132

Contact the Higher Ed Office for an application.

Deadlines: Fall - June 15th Spring - December 15thz

Crow Creek Sioux Tribe BIA Higher Education Grant Program

Crow Creek Agency

Fort Thompson, SD 57339

Phone: (605)473-5573

Contact the Higher Ed Office for an application.

LBST Post-Secondary Education

P.O. Box 245

Lower Brule, SD 57548

Phone: (605)473-5531 Fax: (605)473-0217

Contact the Higher Ed Office for an application.

STATUS SHEET

Once a student enters a degree area, the student must obtain a status sheet for that degree program from the

Counselor or academic advisor and keep it as a permanent record of his/her progress.

When thirty hours have been completed, a student should review his/her progress with the department

Chairperson. This status sheet should always be consulted when making course requests and when signing up for classes. If a student fails to maintain enrollment for one semester, that student will come back in on a new status sheet. Status sheets, maintained by district counselors for each student, are part of each student's official file. Students have the option to change their degree program and move to a different status sheet.

BOOK ASSISTANCE PROGRAM

OLC establishes a Book Assistance Program to assist students who are ineligible for PELL or other student assistance funding and who have a financial need. OLC will loan books to students for classes that they are enrolled in for the semester. (See attached Book Loan Agreement) The student must sign the Book Loan Agreement before any books are given to a student. After the semester is over with or if the student drops their classes, they must return these books to their college center so that the books can be returned to the OLC Book store. If the students do not return their books to the College, they become ineligible for the Book Assistance Program.

In order establish financial need, a student must have a FAFSA on file with college.



Oglala Lakota College Book Assistance Student Agreement

NAME: _____ ID# _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

NEAREST RELATIVE NAME AND PHONE #: _____

MAJOR/DEGREE DECLARED: _____

*Student MUST notify Oglala Lakota College Bookstore of any changes in contact information

READ THE FOLLOWING STUDENT BOOK ASSISTANT PROGRAM GUIDELINES:

1. Student must be enrolled at Oglala Lakota College, demonstrate financial need, and have a FAFSA on file
2. Book requests must be for the current semester
3. Failure to return a book or replace a lost, stolen, or damaged book by the **DUE DATE** will result in a block being placed on the student's records and suspension from the book assistance program
4. Books cannot be sold back during book buy back but must be returned by the due date
5. Failure to adhere to this contract agreement may result in student suspension from receiving future book assistance services. **PLEASE RETURN BOOKS ON TIME.**
6. Students that withdraw or drop courses during the semester must return the books immediately

I understand the above rules and guidelines and agree to take full responsibility of the Oglala Lakota College books that are in my care.

Student Signature: _____ Date: _____

TEXTBOOK DUE DATE: _____ STUDENT INITIAL: _____ OLC STAFF: _____

Return book(s) to Oglala Lakota College Bookstore. THANK YOU!
See attached receipt.

Laptop Purchase Program

Only undergraduate full-time students who have not received a laptop in prior semesters will be eligible for the program. The price will be \$250 and must be purchased through the OLC Bookstore. Students may charge the laptop to Pell, other financial aid funds, or may pay the remaining balance at time of purchases. Laptops are expected to arrive by the 8th week of classes. A laptop purchased with financial aid will be distributed to the students when the aid is released and laptops are available. Once the student has paid, the laptop can be picked up at the bookstore after the bookstore has received deliver of laptops. These laptops are the property of the student. OLC is not responsible for loss, damage, or repair of any kind. Purchases are final with no refunds from the College. This one time offer applies to a student's entire enrollment at OLC. Once a laptop is purchased by a student under the program, the student is no longer eligible for the program again. This offer may or may not be made in future semesters.

EXIT EXAM

The ETS® MFT-The Major Field Test in business is given to students that are graduating with a Bachelor of Science in Business Administration at Oglala Lakota College. This online test is administered in May of each year. This standardized test provides feedback on our students' knowledge as compared other universities nationwide. A key purpose of MFT exams and results is to provide information for colleges and universities to use in curriculum evaluation, departmental self-study, and end-of-major outcomes assessment. Major Field Test summary data for a department's group of students can be an important part of the information available to a department or program in its self-evaluation. Test scores will be used in the context of other sources of information; test scores will not be the only criterion that is used when making decisions about programs or individuals. This exam is used in conjunction with other assessment methods in the business department at Oglala Lakota College.

More about MFT:

The Major Field Test for the Bachelor's Degree in Business contains 120 multiple-choice questions designed to measure a student's subject knowledge and the ability to apply facts, concepts, theories and analytical methods. Some questions are grouped in sets and based on diagrams, charts and data tables. The questions represent a wide range of difficulty and cover depth and breadth in assessing students' achievement levels.

The Business Test has five key objectives:

1. Measures students' knowledge of the multidisciplinary subject matter representative of undergraduate business education.
2. Provide information to students regarding their level of achievement.
3. Provide information on student achievement to faculty to enable institutions to assess their performance relative to their specific mission and objectives.
4. Provide information to facilitate development of appropriate goals and educational programs.
5. Strengthen the accountability of undergraduate business education.

Topics covered in the MFT test include Accounting, Economics, Management, Quantitative Business Analysis, Information Systems, Finance, Marketing, Legal and Social Environment, and International Issues.

Information gathered from the ETS Major Field tests Website. More information can be obtained at:

http://www.ets.org/mft/about/content/bachelor_business

Applying for Graduation

Application to be completed at least a semester before expected graduation date. For more information please contact your home center advisors or Business Department faculty.

CALENDER EVENTS

October 13th 2014

Native American Day Office's closed/No classes

November 11th 2014

Veteran's Day, Offices closed

November 27th, 28th, 2014

Thanksgiving Day Holiday, Offices closed

December 5th 2014

Classes End

December 8th, 9th, 10th, 2014

Make up Period

December 10th 2014

Grades Due

December 11th 2014

Assessment Day

December 12th 2014

Assessment Day

December 24th, 25th, 26th, 2014

Christmas Holiday

January 5th - January 9th 2015

Registration Week