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# Aviation and Space

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## Undergraduate Student Guide 2017-2018

Aviation and Space  
College of Education  
Oklahoma State University  
Website: [FLYOSU](http://FLYOSU)

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# Aviation and Space

## Undergraduate Student Guide

Welcome to the Aviation and Space Program

### Great Reasons to Celebrate Your Selection of the Aviation and Space Program at OSU!

An Oklahoma State University education is about providing choices and value. It's about people gathering together to investigate and discover, uncover opportunities and take on challenges. With more than 200 undergraduate and graduate degree programs, OSU is a premier land-grant institution with a world-wide reach. OSU is a "Best Value" for 2012-2013, selected by Forbes, Kiplinger's Personal Finance, and the Princeton Review. The OSU Student Union earned the #1 ranking as most comprehensive union recognized by Best College Reviews. Additionally, OSU's strong national and international reputation in NASA K-12 education is one of OSU's best-kept secrets.

The Aviation and Space Program prepares undergraduate and graduate students for careers in the aviation and space industries. OSU has one of the few available doctoral graduate programs with a focus or emphasis in aviation. Our program offers scholarships specifically geared to our aviation and space students, in addition to scholarships offered at the college and university levels. The Aviation and Space program has a rich tradition in Professional Pilot Training and long established aviation student organizations, including the Flying Aggies established in 1948. Internships are available at the undergraduate and graduate levels. The OSU Honors Program is available for the bachelor's aviation degree options. The Aviation and Space faculty contribute to the industry knowledge base with their active research agendas focused on aviation and aerospace issues.

### Three Campuses

The Aviation and Space Program prepares students for careers in the aerospace industry. The Bachelor of Science in Aerospace Administration and Operations degree program offers five options: Professional Pilot; Aviation Management; Technical Services Management; Aerospace Security; and Aerospace Logistics. These options are offered at the OSU Stillwater campus, the OSU Tulsa campus, and the OSU-OK in Oklahoma City.

### Memberships and Accreditations

OSU is an educator member of the Aviation Accreditation Board International ([AABI](#)). The AVED Program is also an institutional member of University Aviation Association ([UAA](#)).

All of the Oklahoma State University degree programs and certificates offered through the Aviation and Space Program are accredited through the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools.

In addition, all flight degree programs and certificates operated under FAA are certificated under 14CFR Part 141 of the Federal Regulations. In 1971, OSU was one of the first universities in Oklahoma with a program receiving this designation.

The Aviation Management and Professional Pilot undergraduate degree options are accredited by Aviation Accreditation Board International ([AABI](#)). AABI is a specialized aviation accreditation that enhances other accreditations and is recognized by the Council for Higher Education Accreditation (CHEA). AABI is a system for recognizing educational institution programs that achieve and maintain a level of performance, integrity, and quality that entitles them to the confidence of the educational community, the industry, and the public they serve. AABI accreditation exceeds federal mandates for collegiate aviation programs.

## Undergraduate and Graduate Degree Programs

The **BS in Aerospace Administration and Operations degree** program offers five options: Professional Pilot; Aviation Management; Technical Services Management; Aerospace Security; and Aerospace Logistics.

This manual is dedicated to Aviation and Space undergraduate degree policies and information. However, for your future planning, we encourage you to consider our aviation graduate programs listed below.

The **Master of Science in Aviation and Space** degree emphasizes aviation/aerospace management and leadership, legal and regulatory issues, aviation finance and economics, labor relations in aviation/aerospace, issues in the airline industry, and additional content regarding the aviation/aerospace industry and related government programs and missions. Students participating in this program come from a variety of academic and/or professional backgrounds including aviation, military, and government. The scope of this degree program is designed to prepare professional leaders for positions in the aviation/aerospace industry. This degree is offered as a 100% online program.

The **Doctor of Education (Ed.D.) in Applied Educational Studies with the Aviation and Space Education** emphasizes aviation leadership and executive development, administration of aviation institutions, aviation law, air carrier industry, international aviation issues, and applied aviation and space research. The Space portion emphasizes the development of air and space flight; the earth's air, land and water systems; and the solar systems to include the sun, planets, and probes.

## Getting Started at OSU

### Activating Your O-Key & What it Does

O-Key is the university's centralized web based account management and service provisioning system. One of O-Key's core functions is to provide a single secure user ID and password that can be used to access university services.

For additional information on O-Key, please visit <http://it.okstate.edu/services/okey/>

## OSU ID Card

You are eligible for an OSU ID Card when you enroll as a student at Oklahoma State University. It is your official identification card and is valid as long as you are an enrolled at the University.

For additional information on your OSU ID Card, please visit <http://it.okstate.edu/services/id/>.

## University Scholarships and Financial Aid

Over 80 percent of Oklahoma State University students received scholarships, grants, work, and low-interest loans each year. You are encouraged to make the most of these funding opportunities.

For additional information on University Scholarships and Financial Aid, please visit <http://financialaid.okstate.edu/scholarships/UG-freshman>. At this same site, be sure to also check out the aviation scholarships by clicking on “Guide to Scholarships” and then choosing the College of Education.

## Aviation and Space Mission Statements and Goals

### Mission Statement

The mission of the Aviation and Space Program has three essential components.

1. Cultivate exemplary undergraduate instruction through a professional atmosphere in which students learn, develop, promote integrity, and contribute to the broader aerospace community.
2. Engage in applied aerospace research and scholarly initiatives that benefit industry, general aviation, government, and the public.
3. Provide leadership, expertise, and professional development opportunities for aviation and aerospace professionals and the aerospace industry, and to promote a greater understanding of aerospace among the general public.

The Aerospace Administration and Operations BS Degree has gained specialized accreditation in the Aviation Management and Professional Pilot options from the Aviation Accreditation Board International (AABI). Below are their option mission statements.

#### Aerospace Administration and Operations-Aviation Management Option

The mission of the Aviation Management option is to provide majors with the analytical management processes to apply relevant theory and practical application to creative problem solving within the aviation field, and enable the graduate to become successful managers and leaders in the aerospace industry.

#### Aerospace Administration and Operations-Professional Pilot Option

The mission of the Professional Pilot option is to provide majors with the technical skill set of a qualified, competent, safe pilot integrated with a solid aviation focused liberal arts education that will allow the graduate to compete successfully within the aviation market place and to be a positive influence within the aviation industry and within society as a whole.

### **Educational Goals**

1. Provide majors with the analytical processes to apply relevant theory and practical application to creative problem solving within the aviation and aerospace fields.
2. Majors will create a variety of written documents, meeting various writing requirements, using appropriate standards and literary devices to produce the most meaningful result.
3. Majors will create a variety of oral presentations, meeting various presentation requirements, using appropriate designs and graphical media to cause a change in the listener.
4. Undergraduate Professional Pilot majors will be able to pass the written Certified Flight Instructor (CFI) Federal Aviation Administration (FAA) examination.

### **Aviation and Space Undergraduate Degree Options**

Degree sheets for each of the five undergraduate degree options can be found at [FLYOSU](#).

### **Professional Pilot**

The *Professional Pilot* option prepares students for careers in flight operations in both the general aviation and the air carrier segments of the aviation industry. In addition to high quality aviation related coursework, the student will attain FAA certifications for Private Pilot, Commercial Pilot-Instrument Rated for both single-engine and multi-engine aircraft and Certified Flight Instructor. The Professional Pilot option is compliant with Title 14 CFR of the Code of Federal Regulations Part 141 and accredited by Aviation Accreditation Board International (AABI).

### **Aviation Management**

The *Aviation Management* option prepares students for management positions in the aerospace industry. Employment opportunities include positions with fixed-base operators, air carriers, corporate flight departments, commuter and air taxi operations and a variety of career areas associated with airport operations, manufacturing, maintenance and government aviation and aerospace organizations. The Aviation Management option is accredited by Aviation Accreditation Board International (AABI).

## Technical Services Management

The *Technical Services Management* option builds on an individual's technical experience in aircraft maintenance or avionics to prepare the students for management positions in all segments of the industry. Twenty-five hours of technical training may be credited toward this option if received from an accredited institution.

## Aerospace Security

The *Aerospace Security* option prepares students for careers in aviation/aerospace security management fields. Employment opportunities include governmental agencies and private industry that deal with aerospace security operations.

## Aerospace Logistics

The *Aerospace Logistics* option prepares students to work in the aerospace logistics sector. Employment opportunities include positions with military and civilian maintenance, repair and overhaul (MRO) facilities worldwide as well as any aerospace organization involved in supply-chain management activities.

## Aviation and Space Student Life

### OSU Flight Center

The [OSU Flight Center](#) within the Aviation and Space Program enjoys a great partnership with the [Stillwater Regional Airport](#). The airport offers an operating control tower seven days a week and a student friendly atmosphere for exceptional training experiences. The Air Force, OSU and other transient patrons frequent these runways. The OSU flight training program has over 100 students enrolled in flight labs each semester. OSU labs cover the full spectrum of aeronautical training with Private, Instrument, Commercial, Multiengine, CFI, CFII and MEI courses offered. Flight training at OSU is conducted under exacting FAA Part 141 standards using a proprietary syllabus designed to emphasize Multiengine, IFR and “real world” operations.

For additional information on the OSU Flight Center, please visit <http://education.okstate.edu/flightcenter>.

### Aviation and Space Scholarships

A wide variety of scholarships are available to Aviation and Space undergraduate students. Be sure to apply for these funding opportunities.

For additional information on aviation and space scholarships, please visit <http://education.okstate.edu/scholarships/ses>.

For additional general scholarships offered from the College of Education, where the Aviation and Space program is located, visit <http://education.okstate.edu/scholarships>.



## Watson Family Student Academic Success Center (Advising)

The Watson Family Student Success Center's mission is to provide high quality comprehensive academic advising to the students in the College of Education at Oklahoma State University. The Watson Family Student Success Center's staff provides many services to our students ranging from career guidance and counseling to instructing their freshman orientation course.

For additional information on student advising, please visit <http://education.okstate.edu/watson>.

## Student Organizations

- **Flying Aggies**  
The Flying Aggies is a student flying club at Oklahoma State University in Stillwater, Oklahoma. The purpose of the club is to encourage interest in aviation, to provide safe and economical flying for its members and to advance the knowledge of the membership in aeronautical and related subjects. For additional information on the Flying Aggies, please contact advisor Dr. Jon Loffi at [jon.loffi@okstate.edu](mailto:jon.loffi@okstate.edu).
- **American Association for Airport Executives (AAAE)**  
AAAE is the largest professional organization for airport executives in the world, representing thousands of airport management personnel at public use airports nationwide. The AAAE's primary goal is to assist airport executives in fulfilling their responsibilities to airports and communities they serve. <http://www.aaae.org/>. For additional information on the AAAE, please contact advisor Mr. Kevin Gerfen at [kevin.gerfen@okstate.edu](mailto:kevin.gerfen@okstate.edu).
- **Women in Aviation**  
An organization focused on building relationships and interesting young men and women in aviation as well as introducing them to a wide world of opportunities after college. <http://www.wai.org/>. For additional information on Women in Aviation, please contact advisor Ms. Ruth Loffi at [ruthie.loffi@okstate.edu](mailto:ruthie.loffi@okstate.edu).
- **Alpha Eta Rho**  
A nationally recognized aviation professional fraternity. The goal is to create a connection between well qualified and dedicated students of aviation with leaders in the aviation industry. <http://www.alphaetarho.org/>.

## Honors Program

The Aviation and Space Honors Program is operated in conjunction with the Oklahoma State University Honors Program. A student may graduate with program honors and/or the bachelor's degree with honors.

For additional information on the Aviation and Space Honors Program, please visit <http://education.okstate.edu/aado/honors>.

## Oklahoma Aerospace Education Research Symposium

The Aviation Education Symposium is hosted by the Oklahoma State University, Southeastern Oklahoma State University, and the University of Oklahoma. This is an exceptional opportunity for aerospace industry, government, and academia to come together and present and/or listen to the latest in aerospace research as well as operational issues facing the aerospace industry.

For additional information on this annual symposium, please contact Dr. Steve Marks at [steve.marks@okstate.edu](mailto:steve.marks@okstate.edu).

## Service-Learning Volunteer Center

Since its inception in 1984, the Service-Learning Volunteer Center (SLVC) continues to enrich lives of our community members through intergenerational and interpretive service projects.

It is only through the exceptional spirit of volunteerism at Oklahoma State University that the SLVC records immense success in its programs and activities. With more than 150,000 hours of community service recorded, we continue to set and reach new goals.

For additional information on the Volunteering Center, please visit <http://volunteer.okstate.edu/>.

## OSU OKC

Oklahoma State University – Oklahoma City (OSU-OKC) develops and delivers collegiate level career and transfer educational programs, professional development and support services which prepare individuals to live and work in an increasingly technological and global community.

OSU Stillwater has partnered with OSU-OKC to offer the Aerospace Logistics option from the Aerospace Administration and Operations degree program. Designed with working students in mind, courses are delivered in the evenings.

For additional information on OSU-OKC's aviation bachelor degree please visit <http://education.okstate.edu/is/avedokc>.

## OSU Tulsa

Turn your passion for flight into an internationally recognized OSU degree and soar above your competition. OSU-Tulsa teaches the operation, technology and business of aerospace and aviation with [undergraduate options](#) in aviation management, technical services management, logistics or professional pilot and [graduate options](#) in aviation and space science.

For additional aviation and space information on the OSU Tulsa campus, please visit <https://www.osu-tulsa.okstate.edu/>.

## Internships

The Aviation and Space Program has an extensive industry-based management internship program established with aerospace industries, major and regional air carriers and a variety of other companies within the aerospace industry. Aviation faculty members have long standing relationships with many aviation/aerospace industry internship partners. Additionally, the College of Education Watson Family Student Academic Success Center also offers information regarding internships through their Career Services & Resources representative.

For additional information on Aviation and Space Internships, please visit <https://education.okstate.edu/aado/internships>.

## Graduation

Congratulations on your upcoming graduation. With the links below you will find checklists and valuable information as you prepare for your celebration.

Steps to Graduation for Undergraduate Students  
<http://commencement.okstate.edu/node/48>.

Graduation  
<http://gradcollege.okstate.edu/forgraduation>.

Commencement  
<http://commencement.okstate.edu/>.

## HireOSU

HireOSUgrads.com is the official website of Oklahoma State University's Career Services Office. Career Services is committed to assisting all of your career needs from admission to position.

Whether you are seeking a part-time job while attending OSU, an internship for the summer, or full-time employment for after graduation, our staff stands poised to assist you in your job search process.

For additional information on HireOSU, please visit <http://www.hireosugrads.com/>.

## Aviation and Space Faculty

### **Dr. Timm Bliss**

Professor

*Program Coordinator for Graduate Studies*

*Program Coordinator for OSU-Tulsa*

*Program Coordinator for OSU-OKC*

318 Willard Hall

Stillwater, OK 74078

(405) 744-8062

[email](#)

Research Interests: Labor-Management Relations and Collective Bargaining in the Aviation Industry; Fiscal and Economic Aspects of the US Airline Industry; and Collegiate Student Pilots and their Flight Environments.

### **Dr. Mallory Casebolt**

Assistant Professor

2441 Main Hall OSU-Tulsa

Tulsa, OK 74106

918-594-8496

[email](#)

Research Interests: Aviation Marketing; Legislation effects involving Collegiate Flight Students; The advancement and implementation of aviation technology involving collegiate flight students.

### **Dr. Chad Depperschmidt**

Associate Professor,

Clarence E. Page Endowed Chair

*Program Leader*

317 Willard Hall

Stillwater, OK 74078

(405) 744-8146

[email](#)

Research Interests: Gender and Minority Issues in Collegiate Aviation; Implementation of Technology in the Aviation Classroom; and Effects of Stimulants on Student Pilot Skill.

**Dr. Jon Loffi**

Assistant Professor

*Program Coordinator for Aerospace Administration and Operations - Stillwater*

316 Willard Hall

Stillwater, OK 74078

(405) 744-9892

[email](#)

Research Interests: A Holistic Approach to Aviation Security; Systems Design in Innovation and Sustainability in Aviation Security; and Stakeholder and User Driven Methodology in Aviation Security from a Global Perspective.

**Dr. Matt Vance**

Assistant Professor

*Program Coordinator for Flight Center*

319 Willard Hall

Stillwater OK, 74078

(405) 744-8976

[email](#)

Research Interests: Aircrew Attributable Errors and Victories correlated with Hazardous and Positive Attitudes; (Smaller) Unmanned Aerial Systems and United States Society; Passenger aptitude for Autonomous Commercial Air Travel.

**OSU Flight Center Staff**

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## OSU Student Resources

### Academic Integrity

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in courses. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, [academicintegrity.okstate.edu](http://academicintegrity.okstate.edu).

For additional information on academic integrity, please visit <http://academicintegrity.okstate.edu/>.

### Alcohol and Substance Abuse Center

The Alcohol and Substance Abuse Center (ASAC) is committed to providing quality, confidential services for OSU students affected by problems related to substance abuse. We promote and provide innovative, campus-based services that improve the well-being and quality of life for students. The goal of ASAC is to help OSU students maximize their potential by supporting their intellectual, personal, and social growth. If you are a student in crisis, an on-call counselor is available during business hours at 405-744-2818. After 5 p.m. and on weekends, counseling staff may be reached through the OSU Police, 405-744-6523.

For complete and the most up-to-date information on the Alcohol and Substance Abuse Center, please visit <http://ucs.okstate.edu/index.php/alcohol-and-substance-abuse-center>.

## **LASSO (Tutoring, Success Coaches, etc.)**

The LASSO Center is an academic center designed to support the needs of students at any point and every point in their college careers. The LASSO Center offers a variety of services including:

- Supplemental Instruction
- Academic Success Coaching
- Tutoring
- Student Success Workshops and Presentations

For complete and the most up-to-date information on LASSO, please visit <https://lasso.okstate.edu/>.

## **Online Classroom and Community (D2L)**

D2L is a tool for online course instruction. Instructors are able to post syllabi, quizzes, tests, and homework assignments on the internet and students are able to complete and submit these assignments online. D2L is a communication tool between instructors and students and some classes may include on-line discussions. Course information is available one week before the class begins and may be accessed for two weeks after the class ends. Use your O-key login to access D2L.

For additional information, find the D2L home page at <https://oc.okstate.edu/> and select the Student Help link.

## **OSU Writing Center**

Write Here! Write Now! Write On!

The OSU Writing Center is here to serve the OSU community. We aim to develop effective communicators regardless of skill level or background. We help you understand and practice many strategies effective writers use—from brainstorming to drafting to editing techniques.

In addition to one-on-one consultations with our trained writing consultants, the Writing Center also provides the following services free of charge to all members of the OSU community:

- Workshops to explore a variety of texts and topics
- Writer's Hotline (744-6671 or [writingcenter@okstate.edu](mailto:writingcenter@okstate.edu)) to answer quick writing questions that do not require a 50-minute or 30-minute consultation
- Reference materials

For complete and the most up-to-date information on the OSU Writing Center, please visit <http://osuwritingcenter.okstate.edu/>.

## Parking and Transit Services

At Oklahoma State University Parking Services our professional and responsive employees take pride in providing the University with a safe and efficient educational experience. Our goal is to offer parking choices, customer satisfaction, quality parking resources, as well as consistent and confidential enforcement.

The goal of the OSU Parking Services is to provide convenient parking with simple and direct circulation which creates an overall positive experience for the user. The Parking and Transportation systems operate in an attractive, clean, safe, and secure environment.

For complete and the most up-to-date information on OSU Parking and Transient Services, please visit <http://www.parking.okstate.edu/>.

## Reboot Center

Reboot is your stress management center at OSU that offers a relaxing and supportive environment for developing skills that improve stress management, academic achievement and well-being. The center offers:

- Totally **FREE** services to help STUDENTS develop stress management skills
- An inviting space to relax, re-charge and re-focus
- Software platforms with video games, visualizations and workshops to strengthen stress management skills
- Individual consultation about managing stress and improving performance
- Presentations on stress management, performance enhancement and Reboot Center services

For complete and the most up-to-date information on Reboot Center, please visit <http://ucs.okstate.edu/index.php/reboot>.

## Registrar

The Office of the Registrar provides services related to the creation and maintenance of student academic records. We are here to assist students with enrollment, withdrawing, degree or enrollment verification, updating personal information in the Student Information System, fulfilling transcript requests, graduation, and other services. Faculty and staff rely on our office for classroom scheduling, course scheduling, class roll coordination, grade submission, various enrollment reports and assistance with the registration process.

For additional information on the Office of the Registrar, please visit <http://registrar.okstate.edu/>.

## Student Counseling Center

The mission of the Student Counseling Center is to enhance human development and maximize students' problem-solving and decision-making capabilities so that they can make more effective and satisfying life choices. In accordance with this mission, the Student Counseling Center acts to support and enhance the personal, social, and intellectual



functioning of Oklahoma State University students. Resources include a broad spectrum of developmental, remedial, and preventive services.

For complete and the most up-to-date information on the Student Counseling Center, please visit <http://ucs.okstate.edu/index.php/counseling>.

### **Student Conduct**

The staff of Student Conduct Education and Administration contact and meet with students to assess situations of possible non-academic misconduct as described in the Student Code of Conduct. SCEA offers education, challenge, and support to students who may be struggling with behavioral issues and enforces OSU's community standards.

For complete and the most up-to-date information on Student Conduct Education and Administration, please visit <http://studentconduct.okstate.edu/>.

### **Student Disability Services**

Student Disability Services (SDS) is committed to providing a community that ensures full participation for students. SDS provides assistance to students that will facilitate their independence and academic progress. Academic support services include specialized testing, classroom accommodations, accessible textbooks, access to/assistance with Assistive Technology (AT), and other services as necessary. Students may request services by contacting Student Disability Services. Student Disability Services is part of University Counseling Services (UCS).

For complete and the most up-to-date information on Student Disability Services, please visit <http://sds.okstate.edu/>.

### **Student Grade Policy**

- Grades and Grading (See University Academic Regulations, in the most recent [OSU Catalog](#))
- [Student Grade Appeals](#) (OSU Policy 2-0821) When you click on the link, you can either log in or you can click “cancel” on the log-in page and then click ok on the next screen to see the document in the SharePoint site.
- [Grades and Academic Integrity Issues](#) (OSU Policy 2-0822) When you click on the link, you can either log in or you can click “cancel” on the log-in page and then click ok on the next screen to see the document in the SharePoint site.

### **University Counseling Services**

University Counseling Services is composed of the ADA Compliance Office, Alcohol and Substance Abuse Center, Reboot Center, Student Counseling Center, Student Conduct Education and Administration and Student Disability Services. Efforts are made to maximize opportunities for students to benefit from academic experiences both in and out of the classroom. It is a goal of these offices to help make the environment beneficial to the intellectual, emotional and physical development of students. University Counseling

Services supports the OSU mission through efforts to assist students in improving the quality of life so that personal and intellectual growth can be fostered, values can be clarified and knowledge can be interrelated for use in improving the campus and larger environments for future generations.

Alcohol and Substance Abuse Center, 320 Student Union, 405-744-2818  
Reboot Center, 320W Student Union, 405-744-6434  
Student Disability Services, 315 Student Union, 405-744-7116  
Student Conduct, 328 Student Union, 405-744-5470  
Student Counseling Center, 320 Student Union, 405-744-5472  
University Counseling Services Director, 320 Student Union, 405-744-5458

For additional information on University Counseling Services, please visit <http://ucs.okstate.edu/>.

### **University Health Services**

The mission of University Health Services is to provide the students of Oklahoma State University with outpatient medical care, preventative medicine and educational opportunities that are of superior quality, accessible and affordable.

For complete and the most up-to-date information on University Health Services, please visit <http://uhs.okstate.edu/>.

### **About this Guide**

The original Aviation and Space Undergraduate Guide was written under the direction of Dr. Chad Depperschmidt, Undergraduate Program Coordinator for the Aviation and Space Program, with special acknowledgement to Ms. Deanna Leport and Ms. Tara Wright for their contributions and efforts to write this manual.

Revised April 2017.

**We hope you are successful at OSU!  
Go Pokes!**