

LANGSTON UNIVERSITY

NEW2LU

NEW EMPLOYEE ORIENTATION GUIDE



REVISED
AUGUST 2017



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A MESSAGE FROM THE PRESIDENT

Welcome to Langston University! Today you are joining a family of dedicated professionals committed to advancing the mission of Oklahoma's only HBCU. Since 1897, Langston University has been transforming the lives of students by preparing them with the knowledge and skills needed to serve their communities as leaders and demonstrate expertise in their chosen field of study. We have a long history of providing access to high-quality educational experiences at an affordable cost for our students and their families. In recent years, the University has seen record enrollment, increased retention, and improvement among graduation rates for our students. The work that is being done at Langston University is made possible through the dedication of our talented employees and students.



We are committed to fostering a supportive environment for our employees to thrive while serving our institution. The New2LU Program provides a thorough introduction to Langston University including the history of the University, institutional mission and vision statements, and core values. In this program, you will learn about the policies and procedures concerning institutional operations and safety such as academic resources, employment procedures and benefits, sexual harassment prevention and reporting, discrimination policies, and much more.

Again, welcome to Langston University. I am pleased that you have chosen to become part of our rich history and promising future.

Sincerely,

Kent J. Smith, Jr., Ph.D.
President



Langston University is committed to providing educational excellence to its students and community. This commitment cannot be fulfilled without its most valuable resource – the faculty and staff. That is why it is essential to nurture and grow new employees and their enthusiasm as they begin their exciting journey with Langston University. The Office of Human Resources has developed this new employee orientation program for all employees.

The purpose of this program is to help promote and guide the employee orientation process by providing the tools, resources, and information necessary to welcome, direct, and train new employees. It provides the framework necessary to help employees become productive and confident as soon as possible while providing the departments with orientation opportunities to cover many job-specific needs.

The program begins with the Office of Human Resources providing a two-day session on the 1st and 2nd, and the 15th and 16th of every month. This session provides new employees with an overview of the University's history, mission, vision, values, employment expectations, benefits, and more. New employees will also receive their access codes, ID cards, keys, parking permits, and other online accounts during this time. NEW2LU also provides a guide for hiring managers to introduce their new employee to a mentor who will provide personal training and guidance during the employee's first few weeks.

It is everyone's responsibility to help new employees successfully assimilate into the culture and become a productive member of Langston University. The more that can be done upfront to prepare new employees, the more successful Langston will be in fulfilling its commitment to the students and community. When the time comes to hire a new employee, keep this guide at hand for easy reference. It may require some learning and adjustment, but the benefits will be unmatched.

Day One

8:00A.M. REGISTRATION

8:15A.M. WELCOME/INTRODUCTIONS

8:30A.M. HISTORY

- Mission
- Learning Outcomes
- Core Values
- Alma Mater

9:00A.M. ONBOARDING

- Employment Eligibility Documents (I-9 / E-Verify)
- New Employee Forms
- Official Transcript(s)

9:15A.M. POLICY AND PROCEDURE HIGHLIGHTS (INCLUDING, BUT NOT LIMITED TO)

- Part-Time/Full-Time Status
- Exempt vs. Non-Exempt
- At-Will Policy (For all non faculty employees)
- General Working Hours
- Smoke-Free Policy
- Drug Free Workplace
- Dress Code
- Annual Performance Evaluation Period
- Time and Attendance (Leave forms)
- Business Cards
- Employee Separation Clearance Process
- Confidentiality

10:00A.M. WEBSITE NAVIGATION

- President's Email Subscription
- Athletics Update Subscription
- Campus Alerts - RAVE

10:15A.M. BREAK

10:30A.M. ESSENTIAL EMPLOYMENT POLICIES (LEGAL ISSUES)

- Sexual Harassment and Sexual Violence: Awareness, Reporting, and Prevention
- Violence Against Women Act
- Discrimination
- Americans with Disabilities Act
- Grievance Process
- Ethics Point

11:00A.M. EMPLOYEE INCENTIVES (INCLUDING BUT NOT LIMITED TO)

- | | |
|---|----------------------------------|
| • Fitness Center | • Notary Service |
| • Employee and Dependant Tuition Fee Waiver | • Counseling and Health Services |
| • Homecoming Ticket Discount | • Library Services |
| • Extended Holiday Break | • Child Care Services |
| • University Clinic | • Corporate Discounts |
| • Faculty/Staff Housing | • Holiday Calendar |
| | • Dining Services |

11:30AM QUESTIONS AND ANSWERS

12:00 PM LUNCH (PROVIDED - UNIVERSITY CAFETERIA)

1:00 P.M. WALKING CAMPUS TOUR

- Registrar's Office – ID Card
- Business Office – purchase parking permit
- Department of Public Safety – receive parking permit
- Physical Plant – office keys

2:00 P.M. PAYROLL

- Direct Deposit
- Loyalty Oath
- W-4
- W-2
- Beneficiary Designations
- Pay Dates
- Deferred Compensation
- Exemption Status (overtime/comp time)
- Web For Employees
- Court-ordered Documents
- Tax Levies
- Annual Tax Filings

2:30 P.M. BENEFITS

- Enrollment Forms
- Health, Dental, Vision
- Life Insurance
- Oklahoma Teachers Retirement
- Voluntary Retirement (TIAA-CREF)
- Flexible Spending Plan
- American Fidelity
- Family Medical Leave Act (FMLA)
- Web For Employees
- Workers Compensation
- Risk Management (reporting accidents/safety)
- Time-Off Benefits (vacation after 3 months of employment)
- Annual Benefits Open Enrollment
- Wellness
- Health Fair

3:00 P.M. STUDENT EMPLOYMENT

- Employment Process
- Employment Eligibility Documents (I-9/E-Verify)
- People Admin
- Confidentiality
- Hourly Payroll

3:30 P.M. WRAP-UP

Day Two

8:00 A.M. ONLINE SUPPORT (PERSONALIZED USER IDS)

- Information Technology Services – email, telephone codes, office number
- Computer Technology Integration (CTI)
- LionKey Account
- Banner
- OKCorral
- CampusWide ID (CWID)
- Desire 2 Learn (D2L)
- Web For Employees
- Web Mail
- Help Desk (helpdesk@langston.edu)

8:30 A.M. FERPA TRAINING

9:00 A.M. OKCORRAL TRAINING, TRAVEL POLICIES AND PROCEDURES (P-CARDS)

9:45 A.M. BREAK

10:00 A.M. CRISIS MANAGEMENT/PUBLIC SAFETY, SECURITY AND PARKING

10:30 A.M. OFFICE OF ADMISSIONS, RECRUITMENT, AND OUTREACH PROGRAMS

11:00 A.M. ANNUAL GIVING OPPORTUNITIES/PUBLIC RELATIONS DEPARTMENT/BRANDING

11:30 A.M. QUESTIONS AND ANSWERS/WRAP-UP/SURVEY

12:00 P.M. LUNCH ON YOUR OWN THEN REPORT TO DEPARTMENT



New Employee Checklist

It is the goal of Langston University to make the transition into your new position as smooth as possible. There is a great deal of new information to learn and people to meet. We hope this checklist will help you with that transition. Welcome to Langston University!

- Complete any new hire paperwork not completed during orientation. Make sure you have completed the following:
 1. ADA Form
 2. At-Will Statement (for all non-faculty employees)
 3. Automatic Deposit Transmittal
 4. Drug-Free Schools Policy Statement
 5. Form W-4
 6. Employee Handbook Acknowledgment
 7. Request For Identification Card
 8. I-9 Employment Eligibility Verification
 9. Loyalty Oath
 10. Personal Information Form
 11. Personalized User ID Form
 12. Vehicle Registration Form
 13. Confidentiality Statement
 14. Outstanding Wages Beneficiary Designation
 15. Benefits Packet:

Langston Healthcare and Flex Enrollment/Change Form (optional)
Annual Enrollment BCBS BlueEdge High Deductible Flexible Spending Account Election (required if BlueEdge is selected)
Langston Life Enrollment/Change Form (required)
Oklahoma Teachers' Retirement System/Beneficiaries Designation (required)
OSU/A&M Retirement Program Voluntary 403 (b) and 457 (b) Plans/Salary Reduction Agreement (optional)
Tobacco Affidavit for Langston University Employees (required)
Waive Langston Employees Health Insurance (optional)

- Obtain any optional parking permits or identification not obtained during orientation.
- Receive additional keys or access cards needed for work area from your supervisor.
- Receive long distance code if not obtained during orientation.
- Confirm Lionkey access is working properly and that you have your Campus Wide Identification number (CWID).
- Meet with Benefits Manager to finalize your enrollment in the programs of your choice within 30 days of your hire date (If not completed during orientation).

What happens if I fail to enroll in the insurance plans within the first 15 days of hire? You lose the opportunity to enroll in the health care plan of your choice until the next Annual Benefits Enrollment Period. You also lose the opportunity to participate in the optional dental and vision plans until the next Annual Benefits Enrollment Period. In addition, you will not be able to cover family members in the health care plan until the next Annual Benefits Enrollment Period. Late enrollment in other benefit programs can also have serious consequences, such as coverage limitations (dental) or proof of insurability requirements (life, long term disability, long term care).

When will my coverage become effective? All insurance benefits become effective the first of the month following your hire date. Remember, you must enroll within 15 days of hire.

- If your job duties require access to any University administrative systems (SCT, D2L, OKCorral) find out if access has been requested and if additional training is required.
- Log on and explore Web for Employees (pay stub information).
- Contact your new mentor.



New Hire Checklist for Supervisors

Before Arrival

- Process an Employee Status Requisition
- Once the requisition has been approved by the President, call and welcome new employee
- Send departmental welcome letter
- Send an e-mail to your department to announce new hire and start date to the department or discuss in a department meeting
- Submit key request(s) to the Physical Plant. The employee will receive their key(s) from the Physical Plant during new employee orientation (allow sufficient lead time, preferably 7 days)
- Assign mentor to assist and guide new hire for first week

The employee's first few days are filled with anxiety and uncertainty. The new mentoring relationship allows the new employee to quickly become acquainted with the department and University. The mentor will serve as a good role model and familiarize the new employee with the day-to-day operations of the department.

- Keep your schedule free to meet with employee
- Prepare the first job assignment(s)
- Develop first week training schedule
- Order Business Cards (where necessary)
- Verify that the employee's workplace is prepared:
 - Equip office/desk/work area with necessary office furniture and supplies (desk, chair, bookshelf, etc.)
 - Order computer if needed and have all relevant software installed
 - Schedule phone installation, if applicable
 - Clean the work area
- Leave a nice welcoming card in the work area for new employee from department.

Upon Arrival

- Welcome employee upon arrival.
- Introduce new hire to department and mentor.
- Arrange to have team lunch with the new employee on their first week. (On your own)

- Confirm receipt of equipment access and building keys
- Secure employee access to SCT and D2L (if applicable)
- Explain your leadership style and discuss how it will fit with the style of the new employee.
- Review current department projects and recurring programs
- Review the position description and required skills of the position and the strengths of the new employee
- Outline expectations for the new employee
- Department goals and individual goals
- The performance appraisal process
- Review department policies and procedures
- Discuss customer service philosophy and expectations
- Confidentiality practices
- Discuss required meetings, general attendance and timekeeping requirements to include requests for time off and reporting illness, and work hours and lunch schedules
- Help new employee become a part of the team.

30 Day Follow-Up

- Verify if employee needs additional office supplies or equipment
- Encourage employee to ask questions at any time
- Review training up to this point
 - Is he or she comfortable with the amount of training?
 - Was the training presented properly?
 - Does he or she have suggestions for improving training?
 - Does he or she feel they need additional training? If yes, what area?
- Continuing providing feedback
- Review progress/performance
- Set goals for the year
- Have an open-door policy and encourage employee to share any ideas that he or she has to enhance the department.
- Continue to check in with employee to discuss any questions/concerns that may have arisen. Encourage questions at any time.

Mentor Checklist



Purpose:

To assist and guide new hire for first week. The employee's first few days are filled with anxiety and uncertainty. The new mentoring relationship allows the new employee to quickly become acquainted with the department and University. The mentor will serve as a good role model and familiarize the new employee with the day-to-day operations of the department.

The Mentor Must Be Willing to Exhibit The Following Characteristics

1. Share knowledge, skills, and expertise
2. Demonstrate a positive attitude, ability to listen, and patience
3. Take personal interest in the mentees success
4. Motivate the mentee by setting a good example
5. Exhibit excellent communication, accessibility, and honesty

Mentor Instructions:

Please initial and date each item after it has been completed. The following list contains information and activities that your department may want to cover with the new employee during the orientation process. Not all of the information listed below is applicable to every position or job at Langston University.

1. _____ Make contact with the new employee and introduce yourself.
Inform the employee what a new mentor is and what your responsibilities will be.
2. _____ Introduce the new employee to others in the department and employees across campus with whom he or she may have frequent interactions or working relationships.
3. _____ Tour the department facilities, elevators, stairs, exits, including meeting rooms, copy machines, break areas, restrooms, and vending areas, files, storage and any other misc. building features
4. _____ Demonstrate proper use of email, copier, fax machine, telephone, printer, voice mail greeting and other office equipment.
5. _____ Explain department procedures like how birthday and special events will be recognized, office socials, etc.
6. _____ Provide tips or hints as to the title or name a supervisor may prefer. (e.g., always do "this" or never do "that").
7. _____ Ask other employees in the area to take the new employee to break and lunch during the first week of work. Suggest places available for breaks and lunches, and explain use of campus eating facilities. (On your own)
8. _____ Tell where and how to enter the premises, including an explanation of after-hours procedures.
9. _____ Provide any training as directed by the supervisor.



Call **SAM** Student Assistance by Mercy
1-855-225-2SAM (2726)

Anxious? Stressed? Depressed?
What can you do?

Drinking, drugs, depression or bad eating habits can lead to stress, anxiety and despair. You want your problems to stop but don't know where to turn.

Call SAM – a FREE 24-hour call center staffed with counselors who will assist you in getting the help you need. It's all confidential. Don't be afraid to pick up the phone and call.

Langston University

ALMA MATER

First Verse

High on a throne with royal mien,
Our Hope and our mother stand.
All gaze with pride upon the scene
High o'er the silv'ry strand;
All gaze with pride upon the scene
Where our hope and our mother stand.

Chorus

Dear Langston, Dear Langston,
Thy sons and daughters brave
Will strive on with courage
Their honored shrine to save.
With a "Sis! Bom! Bah! And a Hip! Hurrah!
With a "Hip-hur-rah!"
We rally to Langston, Dear Langston, to thee.

Second Verse

If ever man should dare bring low
Thy blazoned banner high,
We'll battle with the vicious foe
and for thy honor die.
We'll strive and overcome the foe,
or for thy honor die.

LANGSTON UNIVERSITY

MISSION, VISION & LEARNING OUTCOMES

MISSION STATEMENT

Grounded in its rich traditions as a historically Black college and university, and a land-grant institution, Langston University offers quality post-secondary education to diverse populations through academic, research, community engagement, extension, and co-curricular experiences that lead to professional competence and degree completion.

VISION STATEMENT

Langston University fosters an environment that cultivates leaders, innovators, and engaged citizens who meet the challenges of local, national, and global communities.

LEARNING OUTCOMES

Graduates of Langston University will be able to demonstrate:

- Critical thinking skills through academic problem-solving
- Effective communication skills
- Knowledge of challenges faced by rural and urban communities, both global and domestic
- Knowledge of current technology
- Positive leadership skills
- Use of quality methods for conducting research or inquiry
- Respect for diversity in its many forms
- Commitment to responsible citizenship
- Competence in their chosen field of study



LANGSTON UNIVERSITY

CORE VALUES

CORE VALUES

Strong work ethic and dedication: We are united in our dedication to working as hard and as long as necessary in order to realize our vision of developing creative solutions to the problems facing underserved populations in Oklahoma, the nation and the world.

Passion for learning: Our zeal for knowledge, our quest to understand “why” and our desire to develop innovative answers, create a vibrant academic community.

Courage to have exemplary character: We are building a community in which high ethical and moral standards are maintained and valued by our faculty, staff and students.

Excellence: We value, treasure and reward excellence in scholarship, teaching and community service.

Scholarly innovation and a commitment to scholarship: We are a community of pragmatic intellectuals, using our knowledge to better our state, nation and the world.

Appreciation of difference: We believe firmly that everyone must be respected; and that there is always more than one way to consider any issue. We value diversity of opinions, ideas, ideals, cultures, and perspectives.

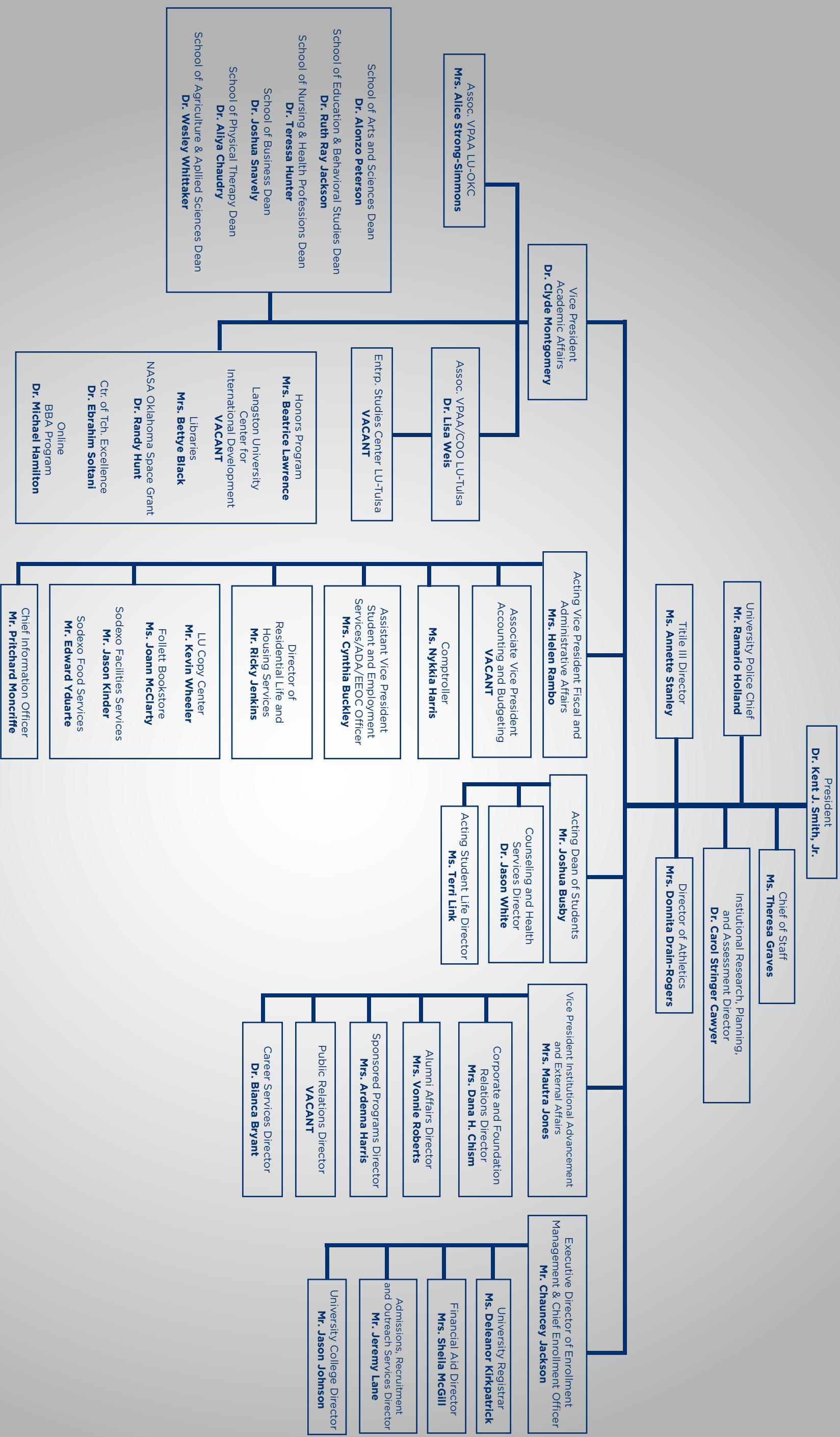
Fiscal accountability: We believe that solid fiscal management is the foundation upon which a great university is built.

Social responsibility: We believe that knowledge is a gift which must be used to create a better world.

Commitment to fundamental human rights: Above all, we value the right of every human being to enjoy freedom, respect and the opportunity to realize his or her potential.



LANGSTON UNIVERSITY ORGANIZATIONAL CHART



Langston University-Main Campus Department Listing

Academic Affairs.....	(405) 466-3424	Financial Aid.....	(405) 466-2962/3282
Accounting	(405) 466-3260	Fiscal & Administrative Affairs.....	(405) 466-3259
Accounts Payable	(405) 466-3217	Food Service	(405) 466-3375
Admissions.....	(405) 466-3428	Health Administration.....	(405) 466-3411
Alumni Affairs.....	(405) 466-2999	Health Services (Clinic).....	(405) 466-3335
Aquaculture Program.....	(405) 466-6127/6104	Honors Program.....	(405) 466-3489
Aramark.....	(405) 466-3375	Human Resources	(405) 466-2985
Assessment & Career Service	(405) 466-3240	Information Technology Services (ITS).....	(405) 466-3215
Athletics	(405) 466-3262	Institutional Advancement.....	(405) 466-2937
Biotechnology Center.....	(405) 466-6131	Langston Community Development Corp. (LCDC).....	(405) 466-3482
Black Heritage Center	(405) 466-3346	Langston University Switchboard.....	(405) 466-2231
Bookstore	(405) 466-3374/2963	Library.....	(405) 466-3292
Business Office.....	(405) 466-3212	LU Gazette.....	(405) 466-3297
Campus Police.....	(405) 466-3366/3368	LU National Alumni Association	(405) 466-2920
Centennial Court.....	(405) 466-2031	LU Radio Station (KALU 89.3).....	(405) 466-2941
Center for International Development/Studies	(405) 466-3339	LU Television Station (KALU 97).....	(405) 466-3247
Center for Outreach..... WATTS (866) 466-2231	(405) 466-6154	Mathematics High Energy Lab.....	(405) 466-3332
Central Receiving.....	(405) 466-5438	Physical Plant	(405) 466-3359
Commons	(405) 466-6047/6044	President's Office	(405) 466-3201
Computer Technology Integration (CTI).....	(405) 466-2001	Public Relations.....	(405) 466-2981
Cooperative Extension Programs.....	(405) 466-6146/6116	Purchasing	(405) 466-3216/3591
Corrections	(405) 466-3435	Registrar's Office	(405) 466-3225
Copy Center.....	(405) 466-3327/3249	Research.....	(405) 466-6175
Counseling Center.....	(405) 466-3400	Rural Business Program.....	(405) 466-6105
Credit Union	(405) 466-3393	Scholars Inn.....	(405) 466-6028
Department of Accountancy & Financial Economics.....	(405) 466-3278	School of Agriculture & Applied Sciences	(405) 466-3836
Department of Agriculture & Natural Resources ...	(405) 466-6145/3836	School of Arts & Sciences.....	(405) 466-3419
Department of Biology.....	(405) 466-3607	School of Business	(405) 466-3275
Department of Chemistry.....	(405) 466-3314	School of Education & Behavioral Sciences	(405) 466-3382
Department of Communication	(405) 466-3297	School of Nursing & Health Professions.....	(405) 466-3425
Department of Computer Science	(405) 466-3280/3236	School of Physical Therapy.....	(405) 466-2925
Department of English.....	(405) 466-3637	Sodexo	(405) 466-3359/3361/3363
Department of Family & Consumer Sciences	(405) 466-3338	Student Affairs	(405) 466-3444
Department of HPER	(405) 466-3628	Student Government Association (SGA)	(405) 466-3443
Department of Management.....	(405) 466-3476/3278	Student Union	(405) 466-2922
Department of Mathematics	(405) 466-3341	Telephone Services	(405) 466-3215
Department of Music.....	(405) 466-2936	University College.....	(405) 466-2957
Department of Psychology	(405) 466-3383/3242	Upward Bound.....	(405) 466-3433
Department of Social Sciences	(405) 466-3435	USDA/ARS.....	(405) 466-6123
Department of Technology	(405) 466-3302	USDA/NRCS.....	(405) 466-6157
Development Foundation	(405) 466-3234	Welcome Center	(405) 466-3514/3515
Development Fund.....	(405) 466-3234	White House Dining Facility.....	(405) 466-3488
Early Childhood Laboratory	(405) 466-3465	Youth Development, 4-H, & EFNEP.....	(405) 466-6146
Extension	(405) 466-6175		

Langston University-Oklahoma City Department Listing

Academic Programs & Services.....(405) 962-1666	IAD/HUD/HBCU Programs Office.....(405) 962-1632
Assoc. V.P. Academic Affairs, LU-OKC(405) 962-1620	Langston University-OKC Switchboard.....(405) 962-1620/1665
Business Office.....(405) 521-1381	Library(405) 962-1674
Cooperative Extension Outreach Services.....(405) 962-1626	OKC Small Business Development Ctr. (OSBDC)(405) 530-7520
Development Center/ OKC(405) 962-1623	Transportation Center of Excellence.....(405) 521-1376/1379
Enrollment Management.....(405) 962-1624	
Financial Aid.....(405) 521-1382	
Graduate Programs & Admissions	
Rehabilitation Counseling(405) 962-1671	
Urban Education.....(405) 962-1663	

Langston University-Tulsa Department Listing

Accounting Advisor.....(918) 877-8138/8140	Coordinator of Elementary Ed. & Urban Ed.....(918) 877-8156
Administrative Specialist II(918) 877-8195	Director for School of Business.....(918) 877-8139
Admissions.....(918) 877-3231/8124	Director of Gear-Up & Psychology Advisor(918) 877-8158
Admissions/Recruiter.....(918) 877-8127/8128	Economics/Finance Advisor(918) 877-8141
Assistant Registrar.....(918) 877-8126	Entrepreneurial Studies-Administrative Specialist(918) 877-8151
Assistant to the V.P. of Fiscal Affairs & Bursar.....(918) 877-8132	Langston University-Tulsa Switchboard(918) 877-8100
Associate Director of Financial Aid.....(918) 877-8146	Learning Resource Center(918) 877-8110
Associate Professor-Graduate Coordinator.....(918) 877-8173	Maintenance Supervisor.....(405) 443-6988
Associate V.P. of Academic Affairs & COO.....(918) 877-8149	Management(918) 877-8142
Business Administration & Economics Advisor.....(918) 877-8141	MIS Advisor.....(918) 877-8137
Campus Police(918) 877-8100	Records Clerk II.....(918) 877-8124
Cashier(918) 877-8131	Rehabilitation Counseling.....(918) 877-8130/8154
Center for Entrepreneurial Studies & Research.....(918) 877-8152	Rehabilitation Services(918) 877-8163
Computer Analyst(918) 877-8143	School of Business-Administrative Assistant.....(918) 877-8136
Coordinator for Computer Science(918) 877-8137	School of Education-Administrative Specialist.....(918) 877-8155
Coordinator for Nursing(918) 594-8078	School of Education/Title III Activity IV & LCT Dir.(918) 877-8159
Coordinator of Admissions.....(918) 877-8125	School of Nursing & Health Professions.....(918) 594-8088
Coordinator of BALE(918) 877-8160	Special Education Advisor(918) 877-8157

Important Numbers

Langston University-Main Campus Student Organizations

Alpha Phi Alpha	alphaphialpha@langston.edu
College M.E.N.....	collegemen@langston.edu
Collegiate Outreach	collegiateoutrch@langston.edu
College W.O.M.E.N.....	collegewomen@langston.edu
Debate Team	debateteam@langston.edu
Delta Sigma Theta.....	deltasigmatheta@langston.edu
English Club	englishclub@langston.edu
Family and Consumer Services	fcs@langston.edu
Kappa Alpha Psi.....	kappaalphapsi@langston.edu
Kappa Kappa Psi	kappakappapsi@langston.edu
MANNRS.....	mannrs@langston.edu
Ministry of Defense	minofdefense@langston.edu
NAACP.....	naacp@langston.edu
National Council of Negro Women.....	ncnw@langston.edu
Omega Psi Phi	omegapsiphi@langston.edu
Phi Beta Sigma	phibetasigma@langston.edu
Phi Mu Alpha.....	phimualpha@langston.edu
Pre-Alumni Council	pac@langston.edu
Psychology Club	psychologyclub@langston.edu
Scholar's Club	scholarsclub@langston.edu
Sigma Alpha Iota.....	sigmaalphaiota@langston.edu
Sigma Gamma Rho.....	sigmagammarho@langston.edu
Student Nursing Association	sna@langston.edu
Tau Beta Sigma.....	taubetasigma@langston.edu
Tau Rho Beta	taurhobeta@langston.edu
Zeta Phi Beta	zetaphibeta@langston.edu

Emergency Telephone Numbers

(All LU Main Campus Extensions begin with 466 prefix.)

(Main Campus) On-Campus Direct Dial	5555
(Main Campus) Off-Campus	(405) 466-3366
LU/Tulsa	(918) 877-8100
LU-Oklahoma City	911

For additional emergency and non-emergency telephone numbers, please see your local telephone directory.

Langston University Main Telephone Numbers.

(All LU Main Campus Extensions begin with 466 prefix.)

Computer Help Desk.....	(405) 466-3215
Enrollment Center.....	(405) 466-3226
Food Services & Catering.....	(405) 466-3375
Human Resources	(405) 466-2985
Physical Plant.....	(405) 466-3359
LU/Tulsa	(918) 877-8100
LU/Oklahoma City.....	(405) 962-1620

Campus Addresses

Langston Campus
701 W. Sammie Davis, Jr. Drive
Langston, OK 73050
(405) 466-2231

Tulsa Campus
914 N. Greenwood
Tulsa, OK 74106
(918) 877-8100

Oklahoma City Campus
4205 North Lincoln Blvd.
Oklahoma City, OK 73105
(405) 962-1620

If you are not calling the Tulsa Campus from the Main Campus, please dial 918-877 plus the last four digits.

Langston University
MAIN CAMPUS
Faculty and Staff

Langston University
Main Campus Number
(405) 466-2231

Emergency Hotline
(405) 466-2900





IN CASE OF A TORNADO

DO YOU KNOW WHERE TO GO?



BUILDINGS	EMERGENCY SHELTER SITE (PRIMARY)	EMERGENCY SHELTER SITE (SECONDARY)
Agricultural Building	Basement South	Restrooms 112-113; 227-228; 328-329
Agriculture West Complex	Public Safety Building Cart Barn Basement	Interior Restrooms 311-312 (Main Arena)
Agriculture South Barn	Public Safety Building Cart Barn Basement	Restrooms 105-106
Allied Health Center	Basement	Lecture Room 105
Anderson Stadium	Gayles Gym Basement	Stadium Locker Rooms
Breaux Hall (Early Childhood Lab)	Agricultural Building Basement North	Interior Corridor
Cafeteria	Gayles Gym Basement	Multi Purpose Locker Rooms
Calvin Hall/ITS	Gandy Basement	Restroom within Calvin Hall
Centennial Court Apartments	Moore Hall Basement Mechanical Area	Young Hall Dorm (1st Floor Corridors)
Cimarron Apartments	Gayles Gym Basement	Restrooms within Apartment
Coleman Heritage Center (Chapel)	Public Safety Building	Page Hall (1st Floor Corridors)
Commons Apartments	Agricultural Building Basement South	Page Hall 1st Floor Corridors
Cottages #1-#5	Public Safety Building Cart Barn Basement	Restrooms within Cottage
Gandy Hall	Building Basement	First Floor Corridor
Gayles Gymnasium	Men's & Women's Locker Rooms	Basement
Goat Research Creamery	LU Police Department	LU Police Department
Hamilton Hall	Allied Health Basement	1st Floor Corridors
Hargrove Music Hall	Page Hall Basement	Music Hall Band Room
Jones Hall	Allied Health Basement	Restrooms 117-118 and Corridors
Langston- Oklahoma City	Hallway between Rooms 8-15	Restrooms across from Room 18
Langston- Tulsa	1st Floor Restrooms	1st Floor Restrooms
Moore Hall	Basement Mechanical Room	1st Floor Restrooms
Multi Purpose Complex	Gayles Gym Basement	Multi Purpose Locker Room/Restrooms
Page Hall	Building Basement	1st Floor Restrooms
Physical Therapy Complex	Gayles Gym Basement	Restrooms 104-105
Physical Plant	Gayles Gym Basement	Restrooms within Building
Public Safety Building	Public Safety Building Cart Barn Basement	Restrooms within Building
Retail Plaza	Page Hall Basement	Page Hall (1st Floor Corridors)
Sanford Hall	Sanford Hall Basement Mechanical Room	Restrooms 1st - 3rd Floors
Scholars Inn Apartments	Clubhouse Shelter Basement	Agricultural Building Basement North
Student Success Center	Gayles Gym Basement	Multi Purpose Locker Room
University Women	Moore Hall Basement Mechanical Room	1st Floor Restrooms and Corridors
Young Hall Dorm	Moore Hall Basement Mechanical Room	1st Floor Corridors (A side & C-side)

IN CASE OF EMERGENCY, CALL LANGSTON UNIVERSITY POLICE DEPARTMENT AT 405.466.3366



New Employee Orientation Evaluation

Please answer "Yes or No" to each question for each session you attended; answer "Yes or No" to the questions regarding your learning experience, then provide your own comments under the last remaining questions.

Session:	Material was Well Organized?	Presentation was Easy to Understand?	Presenter Held my Interest?	Good Overview of Department or Topic?
History/Mission, Vision, and Core Values	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Onboarding and Online Support	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Essential Employment Policies	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employee Incentives	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Campus Tour	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Payroll	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student Employment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Policy and Procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
OKCorral	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Travel and Accounts Payable Policies	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Crisis Management/Public Safety, Security and parking	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Annual Giving Opportunities	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Faculty Orientation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Learning Experience:	Yes	No
The environment was free of distractions so I could focus on the presentation.	<input type="checkbox"/>	<input type="checkbox"/>
I took responsibility for my learning by fully participating.	<input type="checkbox"/>	<input type="checkbox"/>

What did we do well during your orientation experience?

What topics were the most helpful?

What improvements could be made to the New Employee Orientation program?

On a scale of 1-10, with 10 being the most positive, please rate your overall experience participating in the New Employee Orientation Program.

1 2 3 4 5 6 7 8 9 10

