



## NEW STUDENT CHECKLIST

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ OUNetID (4+4): \_\_\_\_\_

Site: \_\_\_\_\_ Program: \_\_\_\_\_ Term & Year of Application: \_\_\_\_\_

OU Site Director: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Tentative completion/graduation date (term/year) \_\_\_\_\_

Please review this checklist to ensure it is complete and that you understand your next steps, sign and retain a copy for future reference.

### APPLICATION PROCESS

- Submit completed admissions application. Application is completed online at <https://www.applyweb.com/ougrad/>. Mail transcripts to:  
University of Oklahoma  
CCE Registration and Records, Room B-1,  
1700 Asp Avenue, Norman, OK 73072-6400
- Submit \$50.00 non-refundable application fee (\$100 international application fee) online. E-Check (one week to process), credit or debit card accepted. Sorry, no cash.
- Indicate understanding of the Provisional Statement acknowledged as part of the online application. Failure to do so will prohibit new students from enrolling.  
[http://www.ou.edu/content/dam/gradweb/documents/Forms\\_and\\_packets/Masters/AP/AP\\_Provisional\\_Statement\\_SU14\\_beyond.pdf](http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Masters/AP/AP_Provisional_Statement_SU14_beyond.pdf)
- Receive an email from OU CCE Registration and Records (sent to the email address provided in the online application) when a final admission decision letter has been posted to your CollegeNET activity page. Read the admission letter and welcome email from the academic department upon receipt for details pertaining to your particular academic program.
- If seeking transfer credit, students must submit the Evaluation of Transfer Credit form available at: [http://www.ou.edu/content/dam/gradweb/documents/Forms\\_and\\_packets/Masters/REQUEST\\_FOR\\_EVALUATION\\_OF\\_TRANSFER\\_CREDIT.pdf](http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Masters/REQUEST_FOR_EVALUATION_OF_TRANSFER_CREDIT.pdf). Transcripts for all previous graduate coursework must be submitted in a timely manner in order to have the coursework reviewed by the Graduate College. It is necessary to seek advice on enrolling prior to transfer credit award to ensure courses are not duplicated in the interim. Mail transcripts to mailing address provided above.

## PROGRAM PLANNING

- With the assistance of your OU Site Director, receive initial program planning assistance at your OU Site office and complete a tentative *Program of Study*.
- Review and submit signed Enrollment, Tuition and Penalties (ETP) Form to your Site Director before taking your first course.
- New students are assigned an OUNetID (4+4) and an OU email account. Your OUNetID will be used to access many OU systems, i.e. ONE, Canvas. To set up your OU account, visit the Bytes of Information in the Helpful Links below.
- Complete the mandatory Title IX/Sexual Misconduct Awareness (SMA) training, to avoid an enrollment hold on your account <https://onpoint.ou.edu/>.
- Contact your Academic Advisor with any course requirement, degree requirement, and comprehensive exam questions. Academic Advisors can be reached by 1) setting up an appointment and coming to the OU site office to Skype **or** 2) independently contacting the advisor from your home or office. The academic counselor will not know to reach out to you; you must establish initial contact.

Academic Advisor: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: 405-325- \_\_\_\_\_

## ENROLLMENT IN COURSES

**Provisional Enrollment:** Students can enroll in one (1) course once their OU account has been activated and have completed the SMA training. Provisional admission students have 30 days to submit official copies of transcripts to the Registration and Records office. (Note: to avoid duplication of course content check with your advisor if also seeking transfer credit before enrolling.)

**Full admission enrollment:** Once official transcripts are received and a (full admit) status is granted, students can register for up to five courses in a given term.

- View Course Schedules, Syllabus & CRN (Course Registration Number) at [http://www.ou.edu/content/outreach/ap/schedules\\_syllabi.html](http://www.ou.edu/content/outreach/ap/schedules_syllabi.html)
- To enroll, visit <https://one.ou.edu>. See *Bytes of Information* link below for more detail.
- Order textbooks online at <http://www.bkstr.com/oklahomastore/home> or telephone (405)-325-3511, (800) 522-0772 (toll-free): Textbooks should be ordered from eFollett eight weeks or more before the first class session in order for you to receive them in time to prepare. Carefully manage receipt of books ordered near or after the add/drop date to ensure timely delivery.
- Payment for tuition may be made online through ONE <https://one.ou.edu>.
- Dropping/Withdrawing:** Review Enrollment, Tuition and Penalties (ETP) form. Note add/drop and penalty periods located on Course Schedules website. Students can add/drop courses online before the last day to enroll. After that date, students must see their Site Director to add/drop courses.

## FINANCIAL AID, MILITARY TUITION ASSISTANCE (TA) and VA BENEFITS

- Financial Aid:** Visit the U.S. Department of Education website if all other funding sources have been reviewed and exhausted <https://www.ed.gov/>. Contact the Financial Aid Services office for assistance. 405-325-2929 or [apaid@ou.edu](mailto:apaid@ou.edu).
- TA:** Check with your funding source for TA application windows. TA forms should be submitted to your OU Site Director as early as possible and prior to class starting. NOTE: Some services require TA be requested earlier than others.
- VA:** Apply for VA Benefits  
[http://www.ou.edu/content/outreach/ap/financial\\_assistance/veterans\\_assistance\\_benefits.html](http://www.ou.edu/content/outreach/ap/financial_assistance/veterans_assistance_benefits.html)

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SITE DIRECTOR'S SIGNATURE

\_\_\_\_\_  
DATE

## OU HELPFUL RESOURCES

Resource	Web Address
AP Bytes of Information	<a href="http://www.ou.edu/content/dam/outreachcce/Advanced_Programs/documents/tuition/AP_Bytes_of_Information.pdf">http://www.ou.edu/content/dam/outreachcce/Advanced_Programs/documents/tuition/AP_Bytes_of_Information.pdf</a>
AP Student Resources	<a href="http://www.ou.edu/content/outreach/ap/student_resources.html">http://www.ou.edu/content/outreach/ap/student_resources.html</a>
AP Bulletin	<a href="http://www.ou.edu/content/outreach/ap/ap_bulletin.html">http://www.ou.edu/content/outreach/ap/ap_bulletin.html</a>
OU Graduate College Bulletin	<a href="http://www.ou.edu/gradweb/gcbulletin.html">http://www.ou.edu/gradweb/gcbulletin.html</a>