



*The* UNIVERSITY of OKLAHOMA

## **Bytes of Information**

A Helpful Guide for Accessing Student Information

### **Table of Contents**

Activate Your Student Account .....	2
Sexual Misconduct Awareness: Title IX Training Requirement .....	2
OU Email .....	2
View Course Schedule, Access Syllabi, and Obtain Course Reference Numbers (CRNs) .....	2
Add Courses in ONE .....	2
Drop Courses in ONE .....	3
Pay for Courses in ONE .....	3
Order Books from OU Bookstore .....	3
Check Your Schedule, Grades, and Get an Unofficial Transcript .....	4
Using Canvas (For syllabi, documents, drop boxes, grades) .....	4
Online Learning .....	4
Using Library Resources .....	5
OU Writing Center .....	5
Site Code/Division Key .....	5
OU Favorites .....	6

## **Activate Your Student Account**

1. Go to [accounts.ou.edu](https://accounts.ou.edu)
2. Click on “New to OU? Set up your OU account” and enter requested information in required format.

Once you complete the New Account Setup, you have successfully activated your student account. Following the activation of your account, please give our system approximately 24 hours to complete the update. Once updated, you will take Sexual Misconduct Awareness: Title IX training and will be able to enroll online using ONE.

## **Sexual Misconduct Awareness: Title IX Training Requirement**

Upon receiving an admission status (including Provisional Admission), a Title IX Training registration hold will be placed on your student account, which prevents registration in courses until the training and quiz have been completed. The mandatory training module is required of all University of Oklahoma Faculty, Staff, and Students to bring about a heightened level of awareness on this issue.

You may complete the mandatory Sexual Misconduct Awareness Training Module located at <https://onpoint.ou.edu>. You will need to enter your OUNetID and password and click on “Take Required Training”. The training can be completed in 20 minutes, and the registration hold is lifted shortly thereafter.

## **OU Email**

Using Webmail - Go to <https://login.microsoftonline.com> and log in using your OU email address and password.

## **View Course Schedule, Access Syllabi, and Obtain Course Reference Numbers (CRNs)**

1. Access our website at [goou.ou.edu](https://goou.ou.edu)
2. Click on “Student Resources” on the left side of the screen under Extended Campus North America and Europe.
3. Choose semester By Site or By Program listing.
4. From the drop down menu, choose the desired site or program.
5. Site (course location) codes are listed in the second column (e.g. LK for Lakenheath – please see Site Code/Division Key below)
6. Click on the corresponding course number to retrieve the syllabus (e.g., HR 5003-221). Syllabi are available 10 weeks before the first day of class. Syllabi are provided as PDF documents. You must have Adobe Reader installed on your computer to open the file.
7. Write down the 5 digit Course Reference Number (CRN) for your preferred courses (e.g. 32011); you will need the CRN to enroll in courses via One.

## **Add Courses in ONE**

1. Log in to <https://one.ou.edu/>
2. Click the “Academics” tab.
3. Click “Enrollment”
4. Choose the term and click the “Enroll” tab
5. You will be redirected to Banner
6. Click “Register for Classes”
7. Select an Advanced Programs Registration Term (e.g. Spring 2018 Advanced Programs)
8. Classes can be populated by selecting either the “Find Classes” tab or “Enter CRNs tab”.

9. If “Find Classes” is selected, the subject box will populate a list of Advanced Programs course subjects. Choose the desired subject/s and click “Search”.
10. Find the desired course and click “Add”
11. Click “Submit” located in the bottom right to register for the course.
12. If “CRNs” is selected, enter the desired course reference number, which can be found on the AP website or provided by your Site Director. Click “Add to Summary”
13. Click “Submit”.

Note: Added courses are visible by clicking “Concise Student Schedule” at the bottom of the page.

### **Drop Courses in ONE**

1. Go to <https://one.ou.edu/>
2. Click the “Academics” tab.
3. Click “Enrollment”.
4. Click “Enroll” under the current term that is open
5. Click “Register for Classes”
6. Select the Advanced Programs registration term.
7. Your classes are listed in the “Summary” panel. In the dropdown box under Action, select “Self-Service drop 100% refund” and click “Submit”

Note: Enrollment and add/drop confirmation emails are sent out within 24 hours. Be sure to check your OU email the following day to verify the changes.

### **Pay for Courses in ONE**

1. Log in to <https://one.ou.edu/>
2. Click the “Financial” tab.
3. Under “Minimum Payment” window, click the “Make Payment” tab.
4. Click “Make a Payment”.
5. A dropdown box will give you the option to pay by e-check, credit card, or check.
  - a. If paying by credit card, you will be charged a 2.75% fee.
  - b. You will not be charged a fee when paying by e-check.
  - c. Mail check to:

University of Oklahoma  
Office of the Bursar  
1000 Asp Avenue, Room 105  
Norman, OK 73019-0430

Note: All payments mailed to the Bursar’s Office must include the student’s OU ID # for the payment to be properly applied. Make checks and money orders payable to “The University of Oklahoma”.

### **Order Books from OU Bookstore**

1. For textbook and course information, refer to the course schedule and syllabus on the Advanced Programs website at [goou.ou.edu](http://goou.ou.edu), “Course Schedules/Syllabi”.
2. Order Online: Go to <http://www.bkstr.com/oklahomastore/home>
  - a. Click on “Books”.
  - b. Select your program: Main Programs
  - c. Select Term (e.g. Spring 2018 Advanced Programs)

- d. Select Department (e.g. HR, COMM), Course (e.g., 5003), and Section (e.g. 101) and click the “Submit” button.
  - e. You will see a list of textbooks for your course.
  - f. Choose New/Used, Buy/Rent, and then “Add to Cart”
  - g. Click “Go to Cart” if you want to buy the books or “Select Another Course” if you want to continue shopping.
  - h. After clicking “Go to Cart”, choose “replace” or “DO NOT replace.” If you choose DO NOT replace, unavailable items will be cancelled from your order and will not be shipped to you.
  - i. Check Your Cart for correct quantities, delete books you do not want.
  - j. Click “Update Cart” and then “Checkout”
3. Order by Phone: 405-325-3511 (all international phone calls should include country code, 001-405-325-3511); Check hours of operation on the website.

### **Check Your Schedule, Grades, and Get an Unofficial Transcript**

1. Log in to ONE <https://one.ou.edu>.
2. Click the “Academics” Tab in the top left bar.
3. Schedules can be found on the right side of the page. Click on either “Today”, “Week”, or “Term” to view scheduled classes.
4. Click the “OU” Tab in the top left corner. Grades can be found underneath “Recent Class Updates” section by selecting the “Grades” Tab.
5. Unofficial transcripts can be obtained by clicking on the “Transcript” link under “Academics” Tab on the left side of the website. Official transcripts can be ordered online at <http://www.ou.edu/recordsandtranscripts.html>.

### **Using Canvas (For syllabi, documents, drop boxes, grades)**

1. Go to [canvas.ou.edu](https://canvas.ou.edu) and log in using you OUNet ID and password.
2. If your professor uses this site, syllabi, documents, drop boxes, and grades can be accessed here.
3. For a complete list of FAQs and tutorials, click on the following link <http://www.ou.edu/content/cte/initiatives/canvas-transition/student-resources.html>.
4. For technical assistance, login in to [canvas.ou.edu](https://canvas.ou.edu) and click on the Help icon located in the left menu bar or call 405-325-HELP (4357), choose option 3 then option 1.

### **Online Learning**

1. The College of Arts and Sciences offers an online orientation for students who are enrolled in online or blended courses. The purpose of the orientation is to ensure that students are well prepared both technically and practically to take online courses. The orientation can be found on their website at: <http://www.ou.edu/content/cas/online/student-online-orientation.html>
2. The College of Arts and Sciences Online and Academic Technology Services office is here to assist you with any questions, problems, or concerns you may have. For assistance visit their website at <http://www.ou.edu/content/cas/online/student-information.html> or contact them by telephone at: (405) 325-5854 or email: [casonline@ou.edu](mailto:casonline@ou.edu)
3. To assess your readiness for Online learning, take the DANTES Distance Learning Readiness Self-Assessment at <https://dlrsa.dodmou.com/>

## Using Library Resources

1. Go to <https://libraries.ou.edu/> and log in using your OUNet ID and password.
2. The library provides a database system that can be used for any type of research. Select “Databases & E-Reference” under Quick Links on the home page.
3. Sooner Xpress is a document delivery service. Documents and books can be delivered to your nearest OU library or home address free of charge. Select “My ILL/Sooner Xpress” under Quick Links on the home page.

## OU Writing Center

The Writing Center website (<http://www.ou.edu/writingcenter/>) gives you access to Writing and Citation Guides (e.g. APA, Chicago).

## Site Code/Division Key

Site Code	Site Name
AV	Aviano
DR	Directed Reading
FB	Fort Benning
FS	Fort Sill
GK	Geilenkirchen
HB	Hurlburt
HM	Hickam
LK	Lakenheath
MI	Mildenhall
NA	Naples
NL	Nellis
OC	Oklahoma City
OL	Online
OU	Norman
RA	Ramstein
RO	Rota
SH	SHAPE
SP	Spangdahlem
ST	Stuttgart
TK	Tinker
VI	Vilseck
WA	Washington, DC
WI	Wiesbaden

## OU Favorites

Description	Web Address
Canvas (Learning Management System)	<a href="https://canvas.ou.edu">https://canvas.ou.edu</a>
Communication Website	<a href="http://cas.ou.edu/comm">http://cas.ou.edu/comm</a>
Economics Website	<a href="http://cas.ou.edu/economics">http://cas.ou.edu/economics</a>
Financial Aid	<a href="https://pacs.ou.edu/tuition-financial-aid/">https://pacs.ou.edu/tuition-financial-aid/</a>
Human Relations Website (Program Planner, Internship Packet, etc.)	<a href="http://humanrelations.ou.edu/graduate">http://humanrelations.ou.edu/graduate</a>
Instructional Leadership and Academic Curriculum Website (Program Planner, Requirements, etc.)	<a href="http://www.ou.edu/content/education/ilac/graduate/instructional-leadership-europe-ap.html">http://www.ou.edu/content/education/ilac/graduate/instructional-leadership-europe-ap.html</a>
International Relations Website	<a href="http://www.ou.edu/content/cis/mair.html">http://www.ou.edu/content/cis/mair.html</a>
ONE	<a href="https://one.ou.edu">https://one.ou.edu</a>
OU Account Administration	<a href="https://accounts.ou.edu">https://accounts.ou.edu</a>
OU Bookstore	<a href="http://www.bkstr.com/oklahomastore/home">http://www.bkstr.com/oklahomastore/home</a>
OU College of Professional and Continuing Studies	<a href="https://pacs.ou.edu">https://pacs.ou.edu</a>
OU E-Mail	<a href="http://portal.office365.com/">http://portal.office365.com/</a>
OU Extended Campus North America and Europe	<a href="http://goou.ou.edu">goou.ou.edu</a>
OU Extended Campus North America and Europe Schedules and Course Syllabi	<a href="https://pacs.ou.edu/current-students/graduate-student-information-center/ou-north-america-and-europe-resources/">https://pacs.ou.edu/current-students/graduate-student-information-center/ou-north-america-and-europe-resources/</a>
OU Graduate College	<a href="http://www.ou.edu/content/gradweb.html">http://www.ou.edu/content/gradweb.html</a>
OU Graduate College Program of Study and other forms	<a href="http://www.ou.edu/content/gradweb/forms/forms_masters.html">http://www.ou.edu/content/gradweb/forms/forms_masters.html</a>
OU Information Technology Support	<a href="http://itscnorman.ou.edu/">http://itscnorman.ou.edu/</a>
OU Library	<a href="https://libraries.ou.edu/">https://libraries.ou.edu/</a>
OU Search	<a href="http://www.ou.edu/ousearch.html">http://www.ou.edu/ousearch.html</a>
Social Work Website	<a href="http://socialwork.ou.edu/">http://socialwork.ou.edu/</a>
VA Benefits Information:	<a href="https://pacs.ou.edu/military/military-student-services/va-gi-bill-benefits/">https://pacs.ou.edu/military/military-student-services/va-gi-bill-benefits/</a>