Absentee Enrollment: What to Expect

Step 1: Submit the Absentee Enrollment Request Form

Once an Absentee Enrollment request form has been received and reviewed by University College, notification will be sent to the student’s OU email account.

If approved: the student will be emailed a checklist to begin the Absentee Enrollment process.

If not approved: the student will be referred to newssooner.ou.edu to schedule an appointment to attend the New Sooner Enrollment Program.

Step 2: Complete the Absentee Enrollment Checklist

Approved students will need to complete the Absentee enrollment checklist.

Step 3: Schedule a Phone Appointment

A University College representative will verify completion of submitted information. Once completion is verified, students will be contacted via OU email to schedule a phone advisement appointment. Students will be contacted in the order that the requests were received.

Phone advisement appointments will be scheduled **Monday-Friday, May 31-July 22**. There are a set number of phone advisements appointments each day. It is in the student’s best interest to complete all necessary requirements as soon as possible.

Step 4: Phone Advisement

A University College advisor will contact the student at an agreed-upon time to discuss course requirements, sequencing and the online enrollment process. The student should be at a computer and able to access the internet.

Step 5: Enrollment

Upon completion of the phone advisement, students will be emailed an electronic advising form with the courses discussed, along with information on how to enroll in courses. **Students will be responsible for enrollment in their classes.**

Step 6: Meet with a University College Advisor

Students must meet with a University College advisor by the second day of classes to review their class schedule.
**Additional Information:**

**Placement testing**

Based on University of Oklahoma and Oklahoma State Regents for Higher Education requirements, **all students are required to take a math placement test before enrolling in a math course.** Placement may also be required in English and/or Reading based on a student’s ACT/SAT scores. If approved for Absentee Enrollment, University College will communicate if any subject placement testing is necessary. Please refer to the New Sooner Enrollment Program website, newsooner.ou.edu, for additional information regarding subject placement testing.

**Advising**

For future semesters, it is the student’s responsibility to set up an advising appointment to discuss courses for the following semester. University College advising is mandatory and a hold is placed on the student’s registration until this requirement has been met. University College recommends students schedule their advising appointment in late September for the spring semester and late February for the following fall semester.