OU**GRADUATE***College*

CHECKLIST *for* NEW GRADUATE STUDENTS

BEFORE ARRIVING AT OU

1. COMPLETE ANY OUTSTANDING ADMISSION REQUIREMENTS

Please contact your academic department to make certain they have all your required documents. For department websites, go to http://gradweb.ou.edu/Programs/programsNorman.asp

2. APPLY FOR OU HOUSING & ORDER YOUR CAMPUS PARKING PERMIT

OU Housing & Food Services: http://housing.ou.edu
OU Parking & Transit Services: http://www.ou.edu/parking

3. ACTIVATE YOUR OUNet ACCOUNT

The OUNet ID is the first four letters of your last name and the last four numbers of your student ID number. The student ID number is also called the Sooner ID. When you were admitted to OU, the student ID number was included in the letter of admission. You must activate your OUNet account in order to access your OU e-mail, online enrollment, grades, tuition payment, course management software, and computer labs. Your ou.edu email address is the primary means of communication. To activate your account, go to http://account.ou.edu. Once your account is activated, you can access your email at https://exchange.ou.edu.

4. ACCESS THE oZONE PORTAL

oZONE is OU's new student portal. It is designed to give students, faculty and staff personalized access to extensive campus resources in one location. oZONE allows you to customize what you see and do in the portal based on your personal preferences and interests. To access the oZONE portal, go to https://ozone.ou.edu. You will be asked for your username and password. Once you have logged in, you can use the navigation tools to personalize your pages. For more information on oZONE, visit http://www.ou.edu/portal.

5. REGISTER FOR CLASSES

Before enrolling in classes, you need to contact your department advisor. They will remove any registration stops that must be cleared. Once these stops are removed, you can enroll online at https://enroll.ou.edu.

6. BECOME FAMILIAR WITH THE OFFICE OF THE BURSAR

The Office of the Bursar functions as the central billing service center for the University of Oklahoma by providing monthly billing statements of tuition, fees, room and board and other charges incurred by students. The Bursar Office also processes and disburses all federal and institutional funds to the student's bursar account and refunds any overpayment on the student's bursar account. Go to http://bursar.ou.edu/faqs.cfm for more information.

7. GATHER IMMUNIZATION INFORMATION

OU requires all students to provide documentation of the required Hepatitis B and MMR vaccinations. Also, documentation of having a Tuberculosis skin test within 6 months of starting classes is required for international students holding a visa and US citizens that have been out of the country for eight weeks continuously within 6 months prior to starting classes. For further information regarding these required immunizations, visit http://healthservices.ou.edu/healthservices/immunizations_main.

Immunization records can be mailed to:
OU Health Services
Immunization Office
620 Elm Ave
Norman, OK 73019

8. SIGN UP FOR T.A. TRAINING

This training is for all teaching assistants new to the University of Oklahoma whose duties will include any contact with students. This workshop will help ease transition into the University teaching community as well as enhance teaching effectiveness. Visit http://pii.ou.edu/content/blogcategory/6/4/ for more information and to register for TA training.

In addition, you may be required to attend a departmental TA training program. Consult your department for details.

9. READ THE OU GENERAL CATALOG & GRADUATE COLLEGE BULLETIN TO LEARN ABOUT ACADEMIC REQUIREMENTS & UNIVERSITY RESOURCES & POLICIES

The OU General Catalog is the primary document of authority for all students. In addition to policies and regulations, it describes degree programs available at OU and contains official descriptions of courses OU offers at the undergraduate and graduate levels on the Norman campus. Go to http://catalog.ou.edu/current to access the online catalog.

The Graduate College Bulletin offers general information on graduate programs, admission, and Graduate College policies. Specific program information is available upon request. Visit http://gradweb.ou.edu/Current/gcBulletin to get the online version of this document. You can also find information on many resources for graduate students in the Graduate Student Handbook. Go to http://gradweb.ou.edu/Current/GSHandbook.pdf to access the online version of the handbook.

10. LEARN ABOUT THE ENGLISH ASSESSMENT PROGRAM (EAP)

The State of Oklahoma requires certification for any non-native speaker of English who has contact with students in an instructional capacity. To meet this requirement at the University of Oklahoma, the English Assessment Program administers language proficiency tests leading to Certification of Proficiency in English. We can also advise you about other matters related to English certification and proficiency. Go to http://gradweb.ou.edu/EAP for more information.

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1. GET YOUR SOONER ONECARD

The Sooner OneCard is the official identification card for the University of Oklahoma. It is the "One" card for access to campus services and events, as well as student discounts around Norman. The OneCard is issued at the OneCard Office in the Student Union, room 127. A driver's license, military ID card, or passport must be presented. The cost of the first student ID card is $15, and is valid for the entire period that the student attends the University. For more information, visit http://www.ou.edu/onecard.

2. PICK UP YOUR CAMPUS PARKING PERMIT

If you haven't already received your parking permit, they can be purchased in Robertson Hall, Room 311. You can also order your permit online at http://www.ou.edu/parking. Permits are required to park on the University of Oklahoma Norman campus from 7 a.m. until 9 p.m., Monday through Friday.

3. SETTLE YOUR TUITION BILL

The Office of the Bursar provides monthly billing statements of tuition, fees, room and board and other charges incurred by students. Paying your bill in full by the 15th of each month will ensure that you avoid additional charges, such as late payment fees and service charges. The quickest way to make your payment is to pay electronically on the Web at https://pay.ou.edu. For more information, go to https://bursar.ou.edu.

4. ATTEND T.A. TRAINING (if applicable)

5. PURCHASE COURSE MATERIALS

Textbooks, course materials, and OU gear are sold at the University Bookstore. Books may be ordered from the University Bookstore online at http://oklahoma.bkstr.com. Textbooks may also be purchased at Boomer Bookstore, Sooner Textbooks, Ratcliffe's Textbooks and a few other textbook stores near campus.

6. ATTEND GRADUATE STUDENT ORIENTATION & WELCOME WEEK ACTIVITIES

We encourage all graduate students entering in the fall semester to attend the OU Graduate Student Orientation. This event provides you with information on campus services, university life and community resources. Welcome Week is a great opportunity for all new and current graduate students to connect with fellow OU students, faculty and staff. Additional information, including Welcome Week event schedules and program information is available at http://gradweb.ou.edu.

7. ATTEND INTERNATIONAL STUDENT ORIENTATION (International Students Only)

All new and transfer international students must attend new international student orientation. For more information, visit the International Student Services website at http://www.ou.edu/iss.

8. ATTEND DEPARTMENTAL ORIENTATION

Many departments at OU host individual orientation programs along with the Graduate College Graduate Student Orientation. For more information, contact your academic department.

THE UNIVERSITY OF OKLAHOMA
GRADUATE COLLEGE