



THE SOONER GUIDE





WHAT POSSIBILITIES

THE SOONER GUIDE

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WELCOME TO



This Guide Was Designed to Help You:

- Connect to the resources available to aid in your successful transition to OU
- Learn the web-based systems you will use to conduct daily business as an OU student
- Identify important university policies and procedures
- Make the most of meeting with your Academic Advisor and make sound decisions about the courses you will take
- Explore resources and opportunities to affirm or clarify your academic major
- Find out more about paying for college
- Enhance your OU Experience
- Understand key terms and campus essentials
- Review the first-year checklist and make a plan for your first year

Setting Yourself Up for **Success**

ONE (one.ou.edu) is the gateway to OU's student information resources, providing single sign-on, 24/7, web-based access to resources you will use daily.

Take Care of Business on **one.ou.edu**

- See your financial aid awards
- Pay tuition and fees
- View your transcript/grades and any holds
- Enroll in classes

Access **Technology Services**

- Check your OU email
- Update your address and phone number
- Use the Resources tab to access important OU websites, like Canvas!

OUNet ID (4x4) **and Password**

To log in to OU sites where you will do University business, like ONE, you will use your OUNet ID (also called a 4x4) and a password you set up at account.ou.edu. To retrieve your OUNet ID or change your password, please visit account.ou.edu. Make sure your address and phone number are updated here as well!

NEED HELP? Visit itscnorman.ou.edu/askit



The Sooner Guide is the collective effort of many throughout the University community. It is intended to help you navigate New Sooner Orientation and prepare for success at OU.



CONNECT TO OU

Canvas

Canvas (canvas.ou.edu) is the primary learning management system used by instructors on campus. Through Canvas, you can access course syllabi, upload assignments, and see grade information.

The Oklahoma Daily

The Oklahoma Daily is our student-run campus newspaper. The Daily has information about OU, Norman and our global community, and can be found at newsstands throughout campus. The Oklahoma Daily also has an online version that can be found at oudaily.com.

OU Email

Every student has an OU email account. This is the official form of communication between you and the University, so make sure to check it daily! Set up your account at portal.office.com. Through this account, you will also have access to a calendar and other functions.

Social Media

OU has many ways to keep you connected with important information, exciting events on campus, and more. For a complete list of OU social media accounts, visit bit.ly/ousocial.

- Facebook (/uofoklahoma)
- Instagram (@uofoklahoma)
- Snapchat (uoklahoma)
- Twitter (@uofoklahoma)
- Pinterest (/uofoklahoma)

UNIVERSITY COLLEGE

100 Lissa and Cy Wagner Hall | (405) 325-3521 | ou.edu/univcoll

Founded in 1942, OU's University College was one of the first academic units in the United States to focus on meeting the specific needs of first-year college students. Since then, many colleges and universities have patterned their first-year experience programs after OU's University College model.

The Mission

To assist our new students in making a successful transition to OU and in building a solid foundation for further academic success. This will be your academic home until you have earned 24 credit hours at OU and met the entrance requirements for your degree-granting college.

Academic Advising

Academic advising is one of the primary functions of University College, and most freshmen are advised here. Professional academic counselors are available throughout the year to help students decide on majors, select appropriate courses and become acquainted with University policies. University College also advises pre-health students seeking to enter professional health fields.

Make your advising appointment at iadvise.ou.edu. For more information, visit ou.edu/advising.

Choose Your First-Year Experience Course

The transition from high school to college requires many adjustments – leaving home, making new friends, taking more challenging academic courses, and managing your time effectively, to name a few. The following first-year experience courses provide support and guidance through these transitions. Talk to your advisor about which first-year experience course is right for you!

- **Gateway to College Learning (UCOL 1002)** – This active learning course is limited to around 20 students and led by a caring instructor and a peer teaching assistant. This course focuses on helping students build their new community at OU. In addition, students taking Gateway will be guided through important actions to ensure a successful transition to college, learn strategies for academic success, and be introduced to resources and methods to help them thrive at OU. With almost 100 sections and various focus themes, including first-year learning communities, there is a Gateway course to fit each first-year student. (letter-graded, two credit hour elective)
- **University College Seminars (UCOL 1022)** - These courses focus on a topic of special interest to an outstanding professor who has a unique perspective on the subject and is enthusiastic about teaching. These courses are limited to 25 students. (letter-graded, two credit-hour elective)
- **First-Year Student Mentoring Program (UNIV 1210)** – Students who enroll in this course will have the opportunity to become acquainted with an OU faculty member through various activities outside of the classroom. Faculty Mentors have volunteered to mentor first-year students and are personally interested in their student's well-being and in assisting with the complexities of University life. (non-GPA bearing, zero-credit hour)

The Transition from High School to College

The transition from high school to college is something that most students struggle with at some point. Review the following information to learn what to expect at OU that may be different from your high school experience.

HIGH SCHOOL

Your time is structured by others.

You can count on parents and teachers to remind you of your responsibilities and guide you in setting priorities.

Each day you proceed from one class directly to another, spending approximately six hours a day — 30 a week — in class.

You may study outside class as little as zero to two hours a week, and this may be mostly last-minute test preparation.

You seldom need to read anything more than once, and sometimes listening in class is enough.

You will usually be told in class what you need to learn from assigned readings.

Teachers are often available for conversation before, during or after class.

Teachers present material to help you understand the material in the book.

Teachers often take time to remind you of assignments and due dates.

Consistently good homework grades may raise your overall grade when test grades are low.

COLLEGE

You manage your own time.

You must balance your responsibilities and set priorities. You will face moral and ethical decisions you have never faced before.

You often have hours between classes; class times vary through the day and evening and you spend only about 15 hours each week in class.

You need to study at least two to three hours outside of class for each hour in class.

You need to review class notes and text material regularly and thoroughly.

It's up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you've already done so.

Professors expect and want you to attend their scheduled office hours. These could be in their office, online, or in their Action Center study sessions.

Professors may not follow the textbook. Instead, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or they may expect you to relate the classes to the textbook readings.

Professors expect you to read, save and consult the course syllabus; the syllabus spells out exactly what is expected of you, when it is due and how you will be graded.

Grades on tests and major papers usually constitute most of the course grade.

Full-Time Enrollment

An undergraduate student must be enrolled in at least 12 hours in the fall and spring and at least six hours in the summer to be a full-time student. This is the minimum requirement. By completing 15 hours a semester for eight semesters or 30 hours each year, a student can graduate in four years in a majority of OU degree programs.

Credit Hour Enrollment Limits

Students may take a maximum of 19 credit hours in the fall and spring and 9* credit hours in the summer. Students wishing to take more credit hours must receive permission from their academic advisor. (*Some course restrictions may apply)

Cancellation of Enrollment

Cancellations occur when a student cancels all classes by midnight the day prior to the start of the semester. To cancel enrollment for the fall or spring, students must contact Graduation and Persistence Support at gps@ou.edu.

Note on Tuition and Fees for Dropped Courses

After the second week of the fall/spring semesters and after the first week of summer, students will be required to pay tuition and fees for any course dropped.

Add/Drop

After classes have begun, students must withdraw from enrollment as outlined below.

Fall/Spring Semesters - Add/Drop

First Week of Semesters

Students may add or drop courses online without incurring a grade record or charges.

Second Week of Semesters

Students may add courses with approval of the instructor and may drop courses online with neither a grade record nor charges incurred.

Third Through 15th Week of Semesters

Courses may be dropped during this time with approval of their academic advisor. A grade of "W" will be recorded and charges incurred.

Complete Withdrawal

Students completely withdrawing from the University within the first two weeks of the term should contact Graduation and Persistence Support at gps@ou.edu. Beginning the third week, students will contact their college academic advising dean or director.

What the "W" Does to Your Record

A "W" will not affect your grade-point average, but the "W" will appear on your transcript.

Five-Drop Limit

Students are allowed five grades of "W" throughout their undergraduate careers at OU. Students with extreme, extenuating circumstances may apply for an exception through the Associate Provost for Academic Advising, Room 418 Cate Quad 1.

Because complete withdrawals often stem from extenuating circumstances, complete withdrawals will not be counted against the five-drop limit.

Grades

A, B, C, D, and under certain conditions, S are considered passing. F and, under certain conditions, U are considered non-passing grades. S and U, meaning satisfactory and unsatisfactory, are considered “neutral” in the calculation of a grade-point average, meaning they carry no weight.

An incomplete is a neutral mark that is denoted by an I on a transcript. To receive an I grade, the student should have satisfactorily completed a substantial portion of the required coursework.

Administrative Withdrawal (AW) is a neutral grade indicating the student was withdrawn by the institution. An AW is earned for disciplinary reasons, financial reasons, or inadequate attendance.

Academic Forgiveness Policy (Repeat Policy)

A student may repeat up to four courses, not to exceed 18 hours, in which the original grade was D or F. While both attempts will be visible on the transcript, only the second attempt will count in the calculation of the student’s overall GPA. Students may repeat more than four courses, but both the original and repeat grades included in the overall GPA calculation.

Financial Aid Satisfactory Academic Progress (SAP)

To be eligible for financial aid, federal regulations require students to make satisfactory academic progress toward their degree. Students who fail to maintain GPA or class completion minimums may lose eligibility for all aid administered by Financial Aid Services. SAP is evaluated at the end of each semester. Visit ou.edu/sfc/financialaid and click on Maintain Aid Eligibility and SAP.

Finals

Finals are usually comprehensive in nature or count for a greater proportion of your final grade than other assignments. The scheduled time for your final will appear on your course schedule.

If you have three or more finals scheduled for the same day, instructors giving the third and subsequent exams must provide make-up exams during finals week. Students must notify these instructors or departments about the exam conflicts before the end of the 12th week of classes.

TIP: It is a good idea to record your finals in your planner at the very beginning of the semester.

Finals Preparation Period Policies

The week prior to finals week, includes assignment restrictions to allow time for preparing for final exams. Assignments or projects worth less than 10% of the final grade may be assigned prior to pre-finals week and may be due during the first three days of pre-finals week. Quizzes worth 3% or less of the final grade may be given during pre-finals week.

Assignments or exams worth more than 10% of a student’s grade must be scheduled at least 30 days prior to the first day of finals and due prior to pre-finals week. Any assignment that is to take the entire semester to complete may be due during the first three days of pre-finals week, provided the syllabus states that the assignment can be turned in prior to pre-finals week.

Special cases deviating from the Final Exam Preparation Period policy must be clearly stated in the course syllabus and approved by the chair of the department.

Academic Calendars

Visit ou.edu/registrar/academic-calendars



WHY GENERAL

An OU education is more than training for a job, more than developing skills, more than specializing in a major. At OU, we develop global citizens who make an extraordinary impact on the world around us. Inspiration comes from the breadth of exploration from unexpected places. We are explorers of culture and inquisitors of history, investigating the facts, questioning the truth, and inventing a new future. We are creators of beauty, discoverers of meaning and purpose. Students at the University of Oklahoma gain a new insight into themselves and the world around them. Gen Ed classes are the foundation.

General Education Requirements

Symbolic and Oral Communication



English Composition

Requirement: two courses (English 1113 and 1213 or EXPO1213)



Foreign Language

Requirement: two courses in the same language - For some colleges and departments, this can be satisfied by successfully completing two years of the same foreign language in high school.



Mathematics

Requirement: one course



Other Courses

Courses in this area are not required, but may be used to meet the 40-hour general education requirement.

Natural Science



Natural Science

Requirement: two courses from different disciplines. At least one course must include a lab.

Social Science



Political Science 1113

Requirement: one course



Additional Social Science

Requirement: one course



Humanities



Understanding Artistic Forms

Requirement: one course



Western Civilization and Culture

Requirement: two courses. One course must be US History 1492 - 1865 or 1865 - Present



Non-Western Culture

Requirement: one course

Senior Capstone Experience



Senior Capstone Experience

Requirement: one course

Many colleges and departments have additional requirements and/or specify particular General Education courses. Refer to degree check sheets and consult with your college advisor to determine the General Education requirements for your degree program. In addition to the Senior Capstone Experience, students must take at least one upper-division General Education-approved course outside the student's major.

EDUCATION?

General Education is at the heart of OU's mission. OU's curriculum is designed to ensure that graduating Sooners have breadth and depth — the fundamental knowledge and skills they need to flourish as individuals and as citizens. General Education builds citizens through a series of courses aimed at broadening students' knowledge and experience of the world. The 40-hour Gen Ed program creates a deeply enriching base for your college education.



CLASS NAV

With classnav.ou.edu, students can browse all courses at OU.

Search by:

- Semester
- General Education type
- Subject
- Delivery Method (blended, online, traditional)
- Term Length (Winter Session, Spring Session, Summer Session, half semester)

View:

- Courses with waitlists
- Courses with seats still available

Click on the "+" to see:

- Class description
- General Education type
- Delivery method
- Meeting day, time, and location
- Final Exam day, time and location

ONLINE COURSE RESOURCES

- Advising Website – ou.edu/advising
- University Catalogs – catalog.ou.edu
- Degree Requirements – ou-public.courseleaf.com/
- Find your Course Schedule – one.ou.edu
- Degree Navigator – degree.ou.edu

ACADEMIC ADVISING (AFTER NSO)

Questions?

- **Academic Advising Resource Center**
418 Cate Quad 1
advising@ou.edu
ou.edu/advising
- **University College**
100 Wagner Hall
(405) 325-3521
ou.edu/univcoll
- **OU Scholars**
125 Cate Quad 1
(405) 325-2851
ou.edu/scholars
- **Sooner Success**
Cate Quad 4
(405) 325-2557
ou.edu/alc/freshman-coaching
- **Athletic Advising Prentice Gautt Academic Center**
(405) 325-8373
- **Project Threshold**
215 Wagner Hall
(405) 325-6261
ou.edu/threshold

Who Is My Advisor?

All OU freshmen start their college career in University College. Some first-year students receive specialized advising through other academic offices on campus (listed below).

The role of the academic advisor is to support you in reaching your academic goals. If you face any obstacles that may interfere with your success, your advisor is there to provide encouragement and connect you to resources to assist you in overcoming challenges.

Before Your Appointment

- Make an advising appointment early in the semester. See ou.edu/advising for details on making an appointment.
- Log in to one.ou.edu and review the information available under the Academics tab.
- Check to see when you enroll on the Academics—Enrollment tab on one.ou.edu.
- Review degree requirements and suggested semester plans at <http://ou-public.courseleaf.com/>.
- Find out about possible classes by using classnav.ou.edu.
- FINISH 15! Make a plan to complete 15 hours per semester or 30 hours a year, including winter, spring and summer sessions.

During Your Appointment

- Review major and minor options with your advisor.
- Talk about your four-year graduation plan.
- Discuss ways to enhance your OU experience through study abroad, internships, and graduating with honors or distinction.
- Ask about any course overrides or special permissions.
- Keep all the documents from your advising appointment.

After Your Appointment

- PLAN AHEAD and create possible schedules using one.ou.edu or classnav.ou.edu.
- ENROLL on one.ou.edu.
- Make sure you receive a confirmation email from one.ou.edu the day after you enroll. If you do not receive an email, you did not complete your enrollment transaction.
- After you have processed your enrollment, take a screenshot of your course schedule or print it.
- If you need to change classes or you're ineligible to enroll in planned classes due to grades, consult your advisor asap!

Once a student has completed two semesters at OU, declared a major, and met the admission requirements for a degree-granting college, the student's files are transferred from University College to the degree-granting college. Reference the flow chart on the next page for more information about the process of advisement at OU.

ACADEMIC ADVISING FLOWCHART

ADMITTED TO OU

UNIVERSITY COLLEGE

Every University of Oklahoma first year student starts their academic career in University College. Students receive specialized advising during their first-year through either University College, the OU Scholars Program, Sooner Success, Project Threshold or Athletics.

ATHLETICS

SOONER
SUCCESS

UC ADVISING

OU SCHOLARS
PROGRAM

PROJECT
THRESHOLD

STUDENTS MOVE INTO A DEGREE-GRANTING COLLEGE WHEN THEY HAVE:

- declared a major
- completed two semesters in University College
- met the admission requirements for a degree-granting college*

*Admission requirements vary for each college and may include entrance exams, successful completion of specific courses, and/or a required minimum GPA.

STUDENTS WHO ARE PRE-HEALTH MAJORS MOVE INTO THE HEALTH PROGRAM:

- after they have completed 2 years on the OU Norman Campus (during this time they remain in University College)
- upon acceptance into the health program (2+2 or 2+3) at OUHSC to complete the final 2 or 3 years required for their specific program

[OU.EDU/ADVISING](https://ou.edu/advising)

DEGREE-GRANTING COLLEGE

HEALTH PROGRAM



ENROLLMENT CHECKLIST

Enrollment Services
230 Buchanan Hall

☐ **STEP 1: Know When to Enroll**

Check out your Enrollment Window on the Academics page on one.ou.edu. Mark your calendar with the day and time that your enrollment window opens.

☐ **STEP 2: Check for Holds**

Holds may keep you from enrolling during your Enrollment Window or impact other processes. Any Holds on your account also will be listed on the Academics page on one.ou.edu.

☐ **STEP 3: Be Advised!**

Schedule an advising appointment at ou.edu/advising and follow the information on the About Advising page or go directly to iadvise.ou.edu. You must have a completed Advising Worksheet on file before you will be cleared to enroll. Following your advising appointment, check your Advising Status through one.ou.edu. If any Course Overrides or Special Permissions are required for any of your courses, be sure to clarify with your advisor how to obtain these.

☐ **STEP 4: Build a Plan**

Use the Plan Ahead link to create up to five different class schedules. Use the Advance Search to refine your search and to search for Gen Ed Course offerings. The Class Details link provides additional information about a course, including prerequisite and corequisite details.

☐ **STEP 5: Register for Classes**

You can use your saved plans to enroll in your classes. The first time you enroll at OU, you will be asked to accept or decline a statement of your financial responsibility as a student registered in OU classes. If you decline to accept the student financial responsibilities, you will not be able to proceed with the enrollment and registration process. Should you receive any Registration Add Errors, see page 17 for additional information about what they are and how to resolve them.

☐ **STEP 6: Working the Waitlist**

If you are unable to enroll in a course because it is full and the course has a waitlist, you can put your name on the list.

☐ **STEP 7: Confirm Registration**


Make sure you receive an email confirmation from Enrollment Services the next day following each registration transaction. If you do not receive an email, your transaction was not processed. It is then your responsibility to contact Enrollment Services immediately for assistance. Please keep all emails regarding registration until you receive your Bursar's statement at the beginning of the semester.

HOW TO ENROLL

OVERVIEW

Log into **one.ou.edu**

- Log into **one.ou.edu** using your OUNet ID and Password.
- Click the **Academics** tab located in the upper left corner, followed by the **Enrollment** tab located in the middle of the page.
- Click **Enroll**.
- This will take you to the Acknowledgment and Statement of Student Financial Responsibility that you will need to read and accept before continuing to enroll. You will only do this the first time you enroll at OU.
- Next, you will see the Registration home screen.

 **Acknowledgement and Statement of Student Financial Responsibility**

You are required to read and accept the following terms and conditions for Student Financial Responsibility before completing the registration and enrollment process. You will not be allowed to continue with enrollment process until you accept these terms. The full version of the Statement can be found [here](#). I acknowledge and agree that:

- Registration and enrollment with the University of Oklahoma creates a financial obligation that I am responsible for satisfying, including but not limited to all charges for tuition, fees, fines, purchases, and service charges.
- It is my responsibility to know the University's policies regarding cancellation, registration, and withdrawal from classes before I enroll, as well as all deadlines for payment of tuition and fees. For more information, please visit the following sites: Board of Regents: www.ou.edu/regents/official_agenda/CurrentPolicyManual.pdf Bursar's Office: www.ou.edu/bursar.html
- If I have an outstanding balance at the beginning of any enrollment period, a "hold" or "stop" will be placed on my account preventing me from enrolling and/or from receiving a transcript or degree. My delinquent balance will also be subject to service charges.
- If I apply for financial aid, it is my responsibility to complete the process timely, secure all awards and distributions of financial aid, and to ensure that those funds are properly applied to my Bursar account.
- If my account becomes delinquent and is placed with the University Collections Department or an external agency, I will be responsible for any and all costs of collections.

Logged in as: test0000
[Log Out](#)

[download full document](#)


accept



- ☒ I acknowledge and affirm that I have read the foregoing and understand my financial responsibilities to the University and agree to be bound by the same upon registration and enrollment.

decline

- ☐ I acknowledge and affirm that I have read the foregoing and decline to accept these financial responsibilities, and therefore, I decline to proceed with the registration and enrollment process.


[submit](#) [cancel and return to a2one](#)


 THE UNIVERSITY of OKLAHOMA Notifications


 


REGISTRATION


What would you like to do?


 **[Prepare for Registration](#)**
View registration status, update student term data, and complete pre-registration requirements.

 **[Register for Classes](#)**
Search and register for your classes. You can also view and manage your schedule.

 **[Plan Ahead](#)**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

 **[Browse Classes](#)**
Looking for classes? In this section you can browse classes you find interesting.

 **[View Registration Information](#)**
View your past schedules and your ungraded classes.

 **[Browse Course Catalog](#)**
Look up basic course information like subject, course and description.

You can navigate back to this home screen by clicking the  button in the upper left corner.

HOW TO ENROLL

OVERVIEW

Prepare for **Registration**

- Click **Prepare for Registration**.
- Select the term in which you would like to enroll.

The screenshot displays the 'PREPARE FOR REGISTRATION' page. At the top, there's a 'Registration Status' tab. Below it, the 'Registration Status' section shows the term 'Summer 2018' and two green checkmarks indicating that the student's status and academic standing permit registration. A blue box contains a 'Graduation Hold' with details: Reason: Tuition and fee balance, Originator: Bursar's Office, and Processes Affected: Graduation. A 'Time tickets' section shows the registration window from 11/08/2017 06:10 PM to 08/10/2018 11:59 PM. The 'Earned Hours' section shows 15 institution hours and 12 transfer hours, and the class standing is Sophomore. On the right, the 'Primary Curriculum' and 'Secondary Curriculum' are listed with details like Level, College, Degree, Program, Campus, Catalog Term, Admit Term, Major, and Department.

Registration Status	Primary Curriculum
Term: Summer 2018	Level: Undergraduate
✓ Your Student Status permits registration.	College: University College-AS program
✓ Your academic status Good Academic Standing permits registration.	Degree: Pre-Degree Program
ⓘ You have holds which do not prevent registration.	Program: Univ Coll-Arts and Sciences
Graduation Hold	Campus: Norman - Main Campus
Reason: Tuition and fee balance	Catalog Term: Spring 2018
Originator: Bursar's Office	Admit Term: Fall 2017
Processes Affected: Graduation	Major: Human Relations
	Department: Human Relations
ⓘ Time tickets allow registration at this time. Please register within these times: 11/08/2017 06:10 PM - 08/10/2018 11:59 PM	Secondary Curriculum
Earned Hours	Level: Undergraduate
ⓘ You have Earned Hours for Level: Undergraduate, Institution Hours: 15, Transfer Hours: 12	College: University College-IS program
ⓘ Your class standing for registration purposes is Sophomore	Degree: Pre-Degree Program
	Program: Univ Coll-Intl & Area Studies
	Campus: Norman - Main Campus
	Catalog Term: Spring 2018
	Admit Term: Fall 2017
	Major: International Studies
	Department: International and Area Studies

Once you click Prepare for Registration, you will be able to view important information about your upcoming enrollment.

- Student Status and Academic Standing – tells you about your eligibility for enrollment.
- Holds – tells you anything that may prevent you from registering for classes, receiving a transcript, or graduating.
- Time Ticket – also known as your Enrollment Window – tells you the day and time you may enroll.
- Earned Hours – the total number of hours earned at OU and other institutions.
- Class Standing – tells you if you are considered a freshman, sophomore, junior or senior for this term.

Enrollment **Holds**

- Log into one.ou.edu using your OUNet ID and Password.
- Click the **Academics** tab located in the upper left corner, followed by the **Enrollment** tab.
- Click **View Holds**.
- Click each item to see a list of action steps to remove the hold.

REGISTER FOR CLASSES

Students may register for classes once their enrollment window is open. You can find your enrollment window by clicking on **Prepare for Registration**.

- On the home screen, click **Register for Classes**.
- Select the term in which you would like to enroll.
- You will see the screen below.

The screenshot shows the 'REGISTER FOR CLASSES' interface with tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Find Classes' tab is active, showing 'Enter Your Search Criteria' with a dropdown for 'Term: Spring 2018'. Below are input fields for 'Subject', 'Course Number', and 'Keyword'. At the bottom are 'Search', 'Clear', and 'Advanced Search' buttons.

- Reference the advisement worksheet, enter the subject and course number. Then press **Search**.
- All of the available sections for the course will appear. Note, there may be more than one page.
- Click **Add** next to the section you want. The course will appear with the status "Pending."
- You may add classes one at a time or all at once. When you want to enroll in your "pending" class(es), click **Submit** at the bottom of the page, the status will change to "Registered."
- A confirmation email will be sent to your OU email account overnight.

IMPORTANT: Pay attention to the remaining seats, **! FULL** indicates there are no seats remaining.

The screenshot shows the 'REGISTER FOR CLASSES' interface with tabs for 'Find Classes', 'Enter CRNs', 'My Plans', and 'My Schedule and Options'. The 'Find Classes' tab is active, showing 'Search Results' for 'Term: Fall 2014' and 'Subject: ANTH-Anthropology'. A table lists search results with columns for Title, Subject, Course Number, Seats, Hours, CRN, Term, Instructor, Meeting Times, Campus, and Status. Two sections are listed: 'General Anthropology Lecture' (CRN 27238) and 'General Anthropology Lecture' (CRN 34442). The 'Add' button is next to each section. Below the search results, the 'Schedule' tab is active, showing a 'Class Schedule for Fall 2014' with a grid of days and times. The 'Summary' tab is also active, showing a table of registered classes with columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The 'Status' column shows 'Pending' for the first class and 'Registered' for the others. At the bottom, there is a 'Submit' button.

IMPORTANT: The **Schedule** view in the bottom left panel includes the final exam time. Click the **Schedule Details** tab to see more about class meeting times.

HOW TO ENROLL

CLASS DETAILS

To locate specific information on a particular course you can click on the title of the course.

Title	Subject Description	Course Number	Section Number	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
Principles of Marketing Lecture	MKT-Marketing	3013	001	3	13238	Fall...	Kasulis, Jack (Primary)	S M T W T F S 09:30 AM - 10:20 AM Building	Nor...	86 of 90 seats remain. Time Conflict!	Add
Principles of Marketing Lecture	MKT-Marketing	3013	002	3	13243	Fall...	Rasouly, Susan (Primary)	S M T W T F S 10:30 AM - 11:45 AM Building	Nor...	175 of 205 seats remain. Time Conflict!	Add
Principles of Marketing Lecture	MKT-Marketing	3013	800	3	25405	Fall...	Nelly, David (Primary)	S M T W T F S 08:00 AM - 10:00 AM Building	Nor...	40 of 90 seats remain.	Add

This will bring up an informational box with several tabs on the left-hand side. From here you can find Course Descriptions, Corequisites, Prerequisites, etc.

Class Details for Principles of English Composition ENGL-English 1113 002

Term: 201710, CRN: 30314

Class Details	Associated Term: Fall 2017
Bookstore Links	CRN: 30314
Course Description	Campus: Norman - Main Campus
Syllabus	Schedule Type: Lecture
Attributes	Instructional Method: Traditional course
Restrictions	Section Number: 002
Instructor/Meeting Times	Subject: ENGL-English
Enrollment/Waitlist	Course Number: 1113
Corequisites	Title: Principles of English Composition
Prerequisites	Credit Hours: 3
Mutual Exclusion	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.
Cross Listed Courses	
Linked Sections	
Fees	
Catalog	

Departments and colleges place registration restrictions on courses for a variety of reasons, such as requiring that certain prerequisites be completed, controlling course capacity, and monitoring enrollment in individualized programs. It is not uncommon for a student to need multiple overrides for a given course.

Class Full: The class is full. To get a Class Full override, contact the department offering the course.

College Restriction: The class you are trying to add is restricted to students in a certain college. To get a College Restriction override, contact the advising office of the college of the course.

Corequisite Registration or Lecture, Lab or Discussion: The class section you are trying to add has another section or course that must be taken concurrently.

Degree Exception: The class you are trying to add is restricted to a certain degree. To get a Degree Exception override, contact the college offering the degree.

Duplicate Course: You are trying to enroll in two courses with the same subject and number in the same semester. Course titles are not distinguished in the system. To get a Duplicate Course Registration override, contact your academic advisor.

Major Code/Department Registration or Major Program Exception: The class you are trying to add is restricted to students in a certain major. To get a Major Code/Department Restriction or a Major Program Exception override, contact the department offering the course.

Prerequisite: The class you are trying to add has prerequisites that must be satisfied. To get a Prerequisite override, contact the department offering the course, or the instructor, or your academic advisor.

Department/Instructor Permissions: You will need to get permission from the department offering the course or the instructor of the course. To get a Department/Instructor Permission override, contact the department offering the course.

College Restriction on Upper-Division: The class you are trying to add is restricted to students who have met college-specified requirements. To get a College Upper-Division Restriction override, contact the advising office of the College offering the course.

Honors Restriction: The class you are trying to add is restricted to honors students. To get an Honors Restriction override, contact the Honors College.

Classification Restriction: The class you are trying to add is restricted to certain classifications, such as sophomore standing, junior standing, senior standing, etc. To get a Classification Restriction override, contact the department offering the course, the instructor, or your academic advisor.

Campus Restriction: The class you are trying to add is restricted to a particular campus. To get a Campus Restriction override, contact the campus offering the course.

Time Conflict: The meeting time of the section you are trying to add conflicts with the meeting time of the course indicated by the CRN in the statement in the status column. To get a Time Conflict override, you will need to get written permission from one of the instructors of one of the sections involved and bring it to the Enrollment Services office in Buchanan Hall Room 230.

REGISTRATION ADD ERRORS

HOW TO ENROLL

WORKING THE WAITLIST

Although a section of the course may be full, you might be able to add yourself to a waitlist.

- Click **Add**, it will place the course in your Summary view as "pending."
- Change the status from "Self-Service Enrollment" to "Waitlist."
- Click **Submit**.
- Once a seat in the course opens up, you will receive an email informing you that you can now enroll.
- Login to one.ou.edu and go to your schedule.
- In your Summary view, change the **Action** to "Self-Service Enrollment."

The screenshot shows the 'REGISTER FOR CLASSES' interface. The top section displays search results for 'Fall 2014' with 163 classes found. A table lists courses with columns for Title, Subject, Course Number, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, and Status. Three sections of 'Principles of English - Lecture' (ENGL-Eng-1113) are shown, all with a status of 'FULL: 0 of 0 seats remain'. The bottom section shows a 'Summary' view with a table of enrolled courses, including 'Principles of English', 'Honors Research', 'Introduction to Medicine', 'The Understanding', and 'University Marching Band'. The 'Action' column for these courses shows 'Waitlist', 'Registered', and 'None'.

IMPORTANT: You will only have 24 hours to add the course before you are dropped off the waitlist. This email will only be sent to your OU email address.

CHANGE VARIABLE CREDIT HOURS

Some courses have variable credit, meaning that they can be worth 1 to 3 credit hours depending on the student enrolling. Variable credit course numbers typically end in a zero (ex. MUTE 1130).

Once you enroll in a course that has variable credit hours, the system will automatically enter you in the minimum number of hours for that course. To receive the desired amount of credit, you must change the number To change the number of hours:

- While on the **Register for Classes** page, click the **My Schedule Options** tab.
- Click on the number under the hours column and it will give you the credit hour range for the course in question.
- Change the credit hours to the desired amount within the credit hour range and then click **Submit**.
- Once you have submitted the change you will get a message that states "Save Successful."

Title	Hours	CRN	Grade Mode	Level	Study Path
The Understanding of Art	3	14214	Letter Graded	Undergraduate	None
University Marching Band	<input type="text" value="1"/> Must be from 0 to 1	19332	Letter Graded	Undergraduate	None

Records: 2

SELECTING YOUR FIRST-YEAR EXPERIENCE COURSE

The transition to college includes different adjustments and challenges for each first-year student. OU's first-year experience courses equip students to navigate this transition successfully. Most first-year students enroll in Gateway to College Learning (outlined below). However, first-year students may also take a UC Seminar course or join the First-Year Student Mentoring Program. Find out more by clicking on "courses" at ou.edu/uc.

The Benefits of taking **Gateway to College Learning (UCOL 1002)**

- Small class sizes (around 20 students in each section) and a focus on building community help students connect, make friends, and process their experiences with other first-year students.
- Peer Teaching Assistants (PTAs) serve as co-educators in each Gateway class. These student leaders are current OU sophomores, juniors, or seniors who are passionate about connecting with first-year students and helping them create success at OU!
- Each class is led by a caring instructor who is a faculty or staff member at OU and is trained in teaching first-year students. Gateway instructors serve as mentors beyond the first semester as students often rely on them for recommendations for opportunities and scholarships, etc.
- Gateway courses are letter-graded, two-credit-hour elective courses. Almost every degree plan at OU requires electives. Gateway is a great way to use your required elective hours to invest in your success at OU.
- The assignments in Gateway are designed to guide first-year students through actions that all first-year students should be doing in order to create success at OU in a fun and engaging way.
- There are around 100 sections of Gateway with many focus themes and learning communities so students can customize their first-year experience course around their interests and needs. For an updated list of course focus themes and descriptions, visit link.ou.edu/gateway.

What do our students say about Gateway?

"Gateway was my favorite class this semester and will probably be my favorite class throughout all of college. My instructor and PTA were awesome and provided useful advice and got to know us individually. I learned a lot that I will actually use."

"Had it not been for Gateway, I don't think I would have made the friendships that I now have and I don't think I would feel as confident with my ability to succeed in college."



CANVAS

Canvas (canvas.ou.edu) is the primary learning management system used by instructors on campus. Through Canvas, you can access course syllabi, upload assignments, and see grade information.

Profile and Notifications

You can upload a picture, add additional contact information and create/manage ePortfolios for your course work. Setting notifications allows students to add their preferred communication channels and control the frequency of course updates.

Mobile App

Always on the go? Users can access Canvas on their mobile devices! Available for iOS and Android, the app can help students stay current with their courses, wherever they are. Visit the iTunes App Store or Google Play to download the app today!

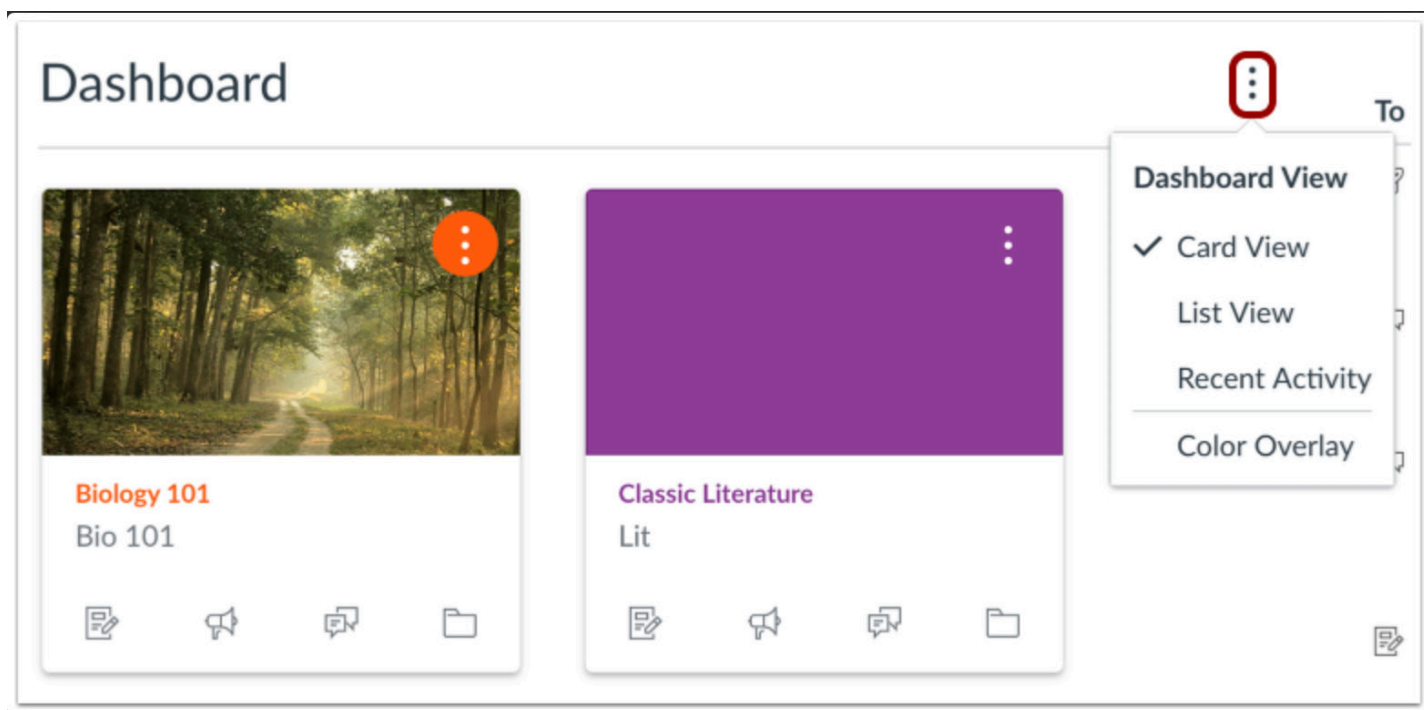
Set Up the Dashboard

The first thing you will see after logging into Canvas is the Dashboard. The Dashboard displays course cards (Card View) for your favorited courses and helps you see what is happening in those courses. The Dashboard also contains a global activity stream (Recent Activity View) that shows recent course activity. The Dashboard also includes a sidebar, which contains the To Do list (List View), upcoming events, and access to grades.

The screenshot displays the Canvas Dashboard interface. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The main area is titled 'Dashboard' and features four course cards in a 2x2 grid. Each card includes a header image, course name, ID, and semester, along with icons for documents, notifications, discussions, and folders. The 'To Do' list on the right side of the dashboard lists upcoming assignments and quizzes with their respective point values and due dates. A 'Show All' link is at the bottom of the list.

Course Card	Course Name	Course ID	Semester
Top Left	Biology 101	BIO 101	Fall 2019
Top Right	Classic Literature	ENG 205	Fall 2019
Bottom Left	History 101	HIST 101	Fall 2019
Bottom Right	Zoology 101	ZOO 101	Fall 2019

To Do List Item	Course Name	Points	Due Date
The Bill of Rights Quiz	History 101	10 points	Sep 21 at 11:59pm
Logical Fallacy Project	Biology 101	100 points	Oct 15 at 11:59pm
Reading Quiz Ch 5-8 All Qu...	Classic Literature	5 points	Oct 30 at 11:59pm
Read the rest of All Quiet o...	Classic Literature	20 points	Nov 1 at 11:59pm
Revolution Topic Discussion	History 101		Nov 1 at 11:59pm
Animal Farm	Classic Literature		Nov 4 at 11:59pm
Declaration of Independen...	History 101	10 points	Nov 5 at 11:59pm



Your Dashboard can be in either card or list view. To change your Dashboard view, click the Options menu and select your preferred viewing option. To view all of your Canvas courses, click on the Courses link [1] in the Global Navigation, then click the All Courses link [2].

If you don't see a course on your Dashboard? You will need to favorite the course to add it to your Dashboard. To favorite a course, go to your Courses list, find the name of the course, then click the star to the left of the name. A course is favorited when the star turns yellow.

Course	Nickname	Term	Enrolled as	Published
★ English 101			Student	No
★ Biology 102	Advanced Biology		Student	Yes
★ Biology 101		Summer 2017	Student	Yes

Note: You can only favorite active courses; if the course is unpublished or the start date is in the future, you will not be able to add it to your Dashboard.

To access a course from the Dashboard, click on the course card. You can also click on Courses in the Global Navigation Menu to select your desired course from the list.

TUTORING RESOURCES

Student Learning Center

Lissa and Cy Wagner Hall, Rm. 245

UC Action

UC Action is a program offering free academic assistance. Led by trained Peer Learning Assistants (PLAs), UC Action offers walk-in, small group appointments, online, and/or faculty-directed tutoring sessions. Find out more at: ou.edu/univcoll/about/action_tutoring.

Study Nights

These free, come-and-go exam study nights are offered by UC Action PLAs in the residence hall areas a few days prior to exams for classes like, CHEM 1315/1415, BIOL 1124, and PSY 1113.

Take Action

Peer Learning Assistants also are trained in offering one-to-one study consultations about time management, note taking, general study skills, and test taking. Sessions are free and require an appointment. Book online through tutor.ou.edu using your OUNetID (4x4) and password.

Language Learning Center

Kaufman Hall, Rm. 228

Free tutoring, conversation tables, writing assistance, and other resources are available here for students learning a foreign language. Visit llc.ou.edu for information on available equipment, language software, film collections, and private tutoring and translators.

Math Center

Physical Science Center, Rm. 209

The Math Center offers walk-in assistance and exam review sessions to students enrolled in OU mathematics courses at the calculus level or below. The center is staffed by student assistants, who have very successfully worked through the math curriculum for their majors, and is open for 45+ hours/week. Go to ou.edu/cas/mathcenter for more information and other resources.

OU Writing Center

Lissa and Cy Wagner Hall, Rm. 280

The OU Writing Center provides support for all writers in the OU community at any point in the writing process. Consultants are graduate and undergraduate students from across disciplines. Visit ou.edu/writingcenter to make an appointment, submit an essay online, and find out more.

Finding the career field that is right for you early in your college career can help you Graduate a Sooner! Exploring majors and minors, along with seeking out internships and shadowing experiences, can help students decide what course of study and potential career field is right for them. The University of Oklahoma offers a variety of ways to help students in planning their futures!

Exploring Majors with a Professional

Meet with a Major and Career Exploration Coach.
Lissa and Cy Wagner Hall, Suite. 203.

The Center for Major and Career Exploration provides free one-to-one major and career coaching. Learn about yourself, explore your options, and decide on the academic path that is right for you and your future. Visit ou.edu/univcoll/about/majors for more information. Go to iadvise.ou.edu/majors to set up an appointment with a Major and Career Exploration Coach today!

Visit Career Services: Talk with a staff member and check out resources on the majors and occupations you find interesting or visit the website at hiresooner.com.

Take one of the courses offered at OU focused on major and career exploration: Ask your advisor about taking one of the following courses.

- UCOL 1002 - Gateway to College Learning: Major and Career Exploration FOCUS
- UCOL 1030 - Exploring Careers
- UCOL 2021 - Choosing a Major

Resources for Further Exploration on Your Own

ou.edu/admissions/academics/find-your-major: Find information about every major at OU.

catalog.ou.edu: Review current majors in the Academic Majors section of the OU catalog.

ou-public.courseleaf.com/: Look at the Undergraduate Degree Requirements for all majors.

classnav.ou.edu: View the course descriptions for your classes by clicking the "+" signs.

ou.mymajors.com: Take a free assessment to see what OU major could be right for you.

hiresooner.com: Learn more about career paths of certain majors, research career fields, etc.

ou.edu/gened: Ask faculty or advisors about gen ed courses that will help you explore options.

degree.ou.edu: Review your progress in a degree, explore different programs, and see how major/minor changes would impact your graduation plan. Learn how to use Degree Navigator at ou.edu/advising.

MAJOR AND CAREER EXPLORATION

FINANCIAL SERVICES

Buchanan Hall | (405) 325-4521
ou.edu/sfc

Paying For College

Creating a plan to pay for your college education is an important step to creating success. We understand that you and your family have been planning your whole life for your college career, and many families need help “filling in the gap” between what they can afford and what is needed to help pay the cost of attendance. Your future earnings potential as a University of Oklahoma college graduate is well worth the investment you make today in obtaining your degree, and it is OU’s highest priority and commitment to assist you with your financial needs.

Action Items to Pay for College

- ☐ **Apply for Financial Aid using the Free Application for Federal Student Aid at fafsa.gov.**
All students and families who attend OU should complete the FAFSA. Completing the FAFSA is the first step in doing your part to match OU’s commitment to you that we will utilize all our experience, as well as all of our academic services and financial resources, internal and external, to help you earn your OU degree!
- ☐ **Watch OU email, take our phone calls, and check one.ou.edu for important messages and updates.** If you need to sign or submit additional paperwork in order to receive your Financial Aid or if your award changes, we will contact you through your OU email account or may call you on your cell phone.

To view your financial aid status or check awards and missing information, log into one.ou.edu and click on the Financial tab.

It is critical that your address and phone information be up-to-date. To set up your OU email account for one.ou.edu access and make changes to your contact information, go to account.ou.edu.



☐ **Compare your Awards with your Estimated Cost of Attendance.**

Your Financial Award package is based on your expected family contribution (EFC). Your EFC is calculated using the information you submit in your FAFSA. Estimated costs are based on an average and could be higher or lower depending on the courses you choose. There are two types of costs included in your Estimated Cost of Attendance – see below for details.

Academic and Living Costs:

These costs include an estimation of your tuition, fees and books. It also includes an estimation of living expenses for on-campus housing and food. You will pay for tuition, fees and on-campus housing through Bursar Services.

Miscellaneous Costs:

These are expenses that the federal government allows colleges to add to the Cost of Attendance so students can seek financial aid to assist in covering them. These costs include items like transportation and other personal expenses.

☐ **Develop a plan to pay for college.**

All entering students should complete a Financial Success Plan before their initial Enrollment appointment. The purpose of the Financial Success Plan is to assist you in developing a plan to pay for college. The Financial Success Plan helps to identify additional resources to cover any funding gap that may exist between your Estimated Cost of Attendance and Financial Aid Awards.

☐ **Meet with your MoneyCoach.**

OU MoneyCoaches partner with you to develop a plan to fund your college degree. Your MoneyCoach is available to meet with you and your family to introduce you to the many financial opportunities we offer and help outline your financial plan for college. Your personal MoneyCoach will serve as your financial advisor throughout your time at OU. Go to ou.edu/moneycoach to set up your appointment.

☐ **Accept, reduce or decline your Awards on one.ou.edu.**

Your MoneyCoach will review your Awards for which you are eligible. To view your Awards:

1. Log into one.ou.edu—to activate your one.ou.edu account, visit account.ou.edu.
2. Go to the Financial tab (located at the top of the screen)
3. Click on the Financial Aid tab (located in the middle of the screen)
4. Review the awards listed on the Awards overview
5. Accept, reduce, or decline your loan and/or work-study awards. Be sure to accept and submit your awards online as soon as possible for funds to be ready when classes start!

☐ **Follow up with additional requirements for accepted student loans.**

If you accept student loans, you will have additional action items to complete online. For institutional loans, you will receive an email from Bursar Services with instructions to complete the additional documents. For Federal Direct Subsidized Stafford and Unsubsidized Loans, go to studentloans.gov and:

1. Create a Federal Student Aid ID
2. Click on the Getting Loans tab and then Counseling Demo tab
3. Complete the Entrance Counseling
4. Electronically sign and complete the Master Promissory Note

TYPES OF FINANCIAL AID

Scholarships: Awarded to students based on financial need as determined by results established by filing the FAFSA, academic performance and/or achievements and talents. Most OU Scholarship opportunities open on Oct. 1 and close Feb. 1. Find out more about OU Scholarship opportunities at: ou.edu/sfc/scholarships.

Federal Direct Unsubsidized Stafford Loans: Eligibility for unsubsidized loans is not need-based. You are responsible for paying the interest that accrues. Interest may be paid while you are in school, or can be capitalized. Repayment begins six months after you leave school.

Grants: Awards can include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Oklahoma Tuition Aid Grant. These are need-based and do not have to be repaid. Eligibility is determined from the results of the FAFSA. All three grant programs are available for undergraduate students only.

Private Loans: These are credit-based loans offered to the student by banks/private lenders. Terms are typically less favorable than federal student loan options and the student will usually need a cosigner. For more information: ou.edu/sfc/financial-aid/types.

OU MONEYCOACH

What is a MoneyCoach?

Couch Center, 2 West | (405) 325-4692
ou.edu/moneycoach

A MoneyCoach is a financial professional available to all students at the University of Oklahoma. Your MoneyCoach will help you build lifelong money management skills and navigate the process of paying for college. In addition to one-to-one coaching, the MoneyCoach program offers Financial Education workshops across campus.

Who Gets a MoneyCoach?

Every OU student has access to a MoneyCoach, which allows the student to visit with the same person about finances throughout their entire time at OU.

SOONERS HELPING SOONERS



Sooners Helping Sooners raises money for current Norman, HSC and Tulsa campus students facing extenuating financial circumstances beyond their control. We provide assistance to students who face natural disasters, theft of personal property, death in the family, and a variety of other circumstances. Sooners Helping Sooners promotes the principle of sacrificial giving and spreading compassion inwardly on OU's campus. If you or someone you know needs our support, please visit ou.edu/give/shs.

STUDENT JOBS

If you would like to work while earning your degree, there are many on-campus job opportunities that are both financially and personally rewarding. On-campus job opportunities provide excellent ways to work around your class schedule and build up your resumé. Visit jobs.ou.edu to explore opportunities.

There are many types of student financial aid to assist you and your family in managing the cost of college. The following are some general definitions and sources of aid.

Work-Student Jobs: OU Federal Work-Study (FWS) program allows eligible students to earn money working on campus. Participants receive a biweekly paycheck that can be used toward educational expenses. Details: ou.edu/sfc. If you have not been offered FWS on your award letter, please contact Financial Aid Services.

OU Institutional Loans: OU administers several institutional loan funds, which are available to students in addition to the Federal Direct Loans to help meet college costs. The loan requires a creditworthy cosigner who earns at least \$35,000 a year. Application available: ou.edu/sfc.

Federal Direct Subsidized Stafford Loans: Eligibility for subsidized loans is need-based. The federal government pays the interest that accrues while you are in school. Repayment begins six months after you leave school. Subsidized loans are only available for undergraduate students during the first 150% of their degree program.

Federal Direct Parent Plus Loans: PLUS loans allow parents of undergraduate students to borrow up to the full cost of their student's tuition and educational expenses, less any aid the student may have received. PLUS loans are not based on need. Parents should apply at: ou.edu/sfc.

SCHOLARSHIPS

CASH (Centralized Academic Scholarship Hub)

scholarships@ou.edu
ou.edu/sfc/scholarships

For scholarships available for current OU students' sophomore year and beyond, apply through the Centralized Academic Scholarship Hub (CASH). This system incorporates applications for all college-wide, departmental, financial aid and Sooner Heritage, study abroad, campus awards, work assistance, and Sooner Parents awards and scholarships. Students apply for these scholarships by completing applications in CASH annually. Access to CASH can be found at ou.edu/sfc/scholarships. CASH opens Oct. 1 and closes Feb. 1. Visit ou.edu/sfc/scholarships for the most up-to-date information about CASH.

Work Assistance Tuition Waiver

The Work Assistance Tuition Waiver is designed to assist current undergraduate students who work 25-plus hours per week during the academic year. The intent of the tuition waiver is to help these students with their finances so that they are able to work fewer hours during the semester and focus more time and energy on their studies.

Students who receive the tuition waiver are not required to continue to work 25-plus hours a week during the following semester. Students can apply for the Spring Work Assistance Tuition Waiver through CASH (Centralized Academic Scholarship Hub).

Visit ou.edu/sfc/scholarships to learn more about work assistance and CASH. After receiving the tuition waiver, students must meet the following requirements:

- Enroll and successfully complete at least 15 hours each semester
- Achieve at least a 2.0 GPA in these classes for each the fall and spring semesters

BURSAR SERVICES

Buchanan Hall | (405) 325-3121
ou.edu/bursar
Online questions? ou.edu/askit

Important Payment Dates

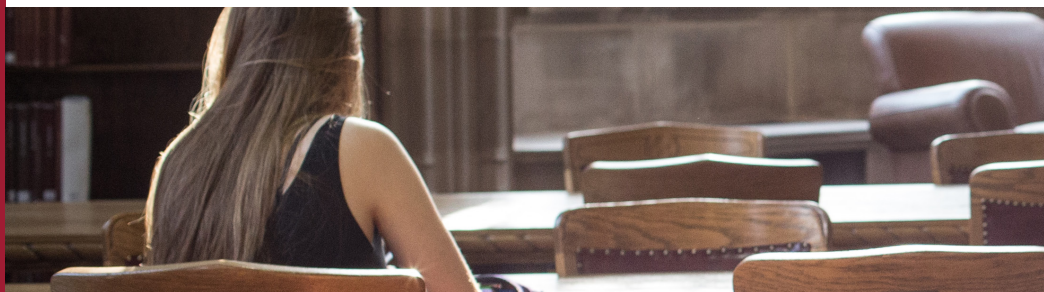
Fall Term

- Mid July** Tuition and fees assessed for fall
- Aug. 1** First fall billing statement (a billing statement will be created each month if a balance is owed)
- Mid Aug.** Early disbursement of financial aid, waivers and scholarships
- Aug. 25** First payment installment due
- Sept. 25** Last day to pay without service charges
- Nov. 25** Last day to pay without \$100 late penalty

Spring Term

- Mid December** Tuition and fees assessed for spring
- Jan. 2** First spring billing statement (a billing statement will be created each month if a balance is owed)
- Early January** Early disbursement of financial aid, waivers and scholarships
- Jan. 25** First payment installment due
- Feb. 25** Last day to pay without service charges
- April 25** Last day to pay without \$100 late penalty

Bursar Services is the centralized billing and collection point for student accounts. The office posts charges and credits, disburses financial aid, receives payments, and issues eBills for students' accounts.



What Is Charged and Paid Through the Bursar?

The charges that you will see on your Bursar's account are tuition, fees, room, and board (if you are living in University housing). Other miscellaneous fees charged through the Bursar's office include athletics tickets, parking permits, health service charges, printing charges, parking citations, etc.

You are able to view these charges on your student account at one.ou.edu. Payment is necessary any time there are charges on your Bursar account. A financial statement with your Bursar balance will be sent to your OU email account on the first of each month alerting you if a payment is due.

Is It Possible to Make Payments Throughout the Semester?

All students have the option of the **Tuition Payment Plan**. Students may pay off their Bursar balance for the current semester over the course of four months. Payments are due on the 25th of each month; a 1.5% service fee on the remaining balance is assessed on the 26th. As long as the minimum payments are met, the account will stay in current and good standing status with no holds. To opt-in to the Payment Plan, simply pay the percentages listed to the right by the designated deadlines.

Pay this % of balance

25%

33%

50%

100%

Fall Term

Aug. 25

Sept. 25

Oct. 25

Nov. 25

Spring Term

Jan. 25

Feb. 25

March 25

April 25

How Do I Make a Payment to the Bursar?

Payments can be made to the Bursar's office online, by mail or in person. The easiest way to pay your bill is online by electronic check (free) or by credit card (2.75% service fee). You can also pay by personal check, money order, cashier's check or cash in Buchanan Hall, Room 105. Payment by credit card must be made online as credit cards cannot be accepted in the office. Payments cannot be made over the phone. Payments by check can be mailed to 1000 Asp Ave., Room 105, Norman, OK 73019.



How Do I Access, Review and Pay **on my Student Account?**

Most Financial Aid awards will post to your account automatically to reduce the amount you owe. If your Financial Aid does not cover your entire account balance, you owe the difference.

1. Go to one.ou.edu
2. Go to the Financial tab (located at the top of the screen)

How Do I Allow Others Access to View **and Pay my Bill?**

You may allow **Authorized Users** access to your financial account to make payments and access financial documents, including statements and the 1098-T tax form. Simply add their email address to start the process. Once an Authorized User profile is created, they will receive monthly statements alerting them that there is a balance due. You can authorize family members or others to pay on your account by following these steps:

1. Log into one.ou.edu
2. Click the Financial tab (located at the top of the screen)
3. Click the Authorized Users button
4. Under My Account, click the Add Authorized Users tab
5. Enter the appropriate email address
6. Select appropriate permission
7. Click Continue

Two emails will be sent to the person you have authorized to pay on your account. One with a username, the second with the password. This will happen within seconds. If the authorized person cannot find the email, have them look in their junk mail folder. They can then log in at ou.edu/bursar/bill_pay.

How Can I Use My Federal Aid to Pay for Charges Other Than Tuition, Fees and Housing?

A **Title IV** authorization must be completed for federal aid to pay any charges other than tuition, fees and housing. These charges might include athletics tickets, parking permits, health service charges, printing charges, parking citations, etc. Without your authorization, miscellaneous charges like these will be left unpaid and can create holds and service charges. You will receive a monthly statement alerting you to any charges that have been left unpaid.

1. Go to one.ou.edu
2. Click the Financial tab (located at the top of the screen)
3. Click Financial Aid tab
4. Scroll to the section titled "After Completing Financial Aid"
5. Click on the Complete Title IV Authorization link

What Happens If the Amount I Receive in Aid Exceeds the Amount I Owe?

A refund is processed when payment that is greater than the balance is made to your Bursar account. The payment can be a personal payment, loan, grant or scholarship. An eRefund will be sent electronically to your bank account or by check through the mail. You can set up an eRefund via direct deposit to your bank account by following these steps:

1. Log into one.ou.edu
2. Click the Make a Payment button on the Financial tab
3. Select the eRefund tab
4. Enter your bank account information

REMINDER: To ensure all Bursar charges are paid before receiving a refund, you must complete the Title IV authorization.



Bursar Action Steps

- | | | |
|---|--|---|
| <input type="checkbox"/> On the 1st day of each month, look for a financial statement in your OU email | <input type="checkbox"/> Give others access to receive statements and pay your account | <input type="checkbox"/> Sign up for an eRefund (if applicable) |
| <input type="checkbox"/> Access, review and pay your account on one.ou.edu | <input type="checkbox"/> Complete a Title IV authorization form (if necessary) | |

What Is **Flat-Rate Tuition**?

Here's what you need to know about **Flat-Rate Tuition** (ou.edu/flat-rate):

- Flat-Rate Tuition is charged to undergraduate students upon full-time registration (12-21 credit hours). It is based on OU's current 15-credit-hour-rate of tuition and mandatory fees.
- Certain fees, such as College Program and Technology, additional Academic Excellence, semester and course fees, will be charged at a per-credit-hour rate.
- Students enrolled in fewer than 12 hours pay per credit hour.
- Students enrolled in only Professional and Continuing Studies courses are not subject to the flat rate.
- Under certain circumstances, students may appeal Flat-Rate Tuition.
- Winter and Spring session courses count toward Flat-Rate tuition for the respective term.
- Summer courses will continue to be charged on a per credit hour basis.
- Full-time undergraduate students who registered for fewer than 30 hours for fall and spring (but pay the flat rate) may be eligible to participate in the summer session incentive program, **Banked Hours**.

What Are **Banked Hours**?

Full-time undergraduate students who pay Flat-Rate Tuition and take fewer than 15 hours per semester may be able to bank hours to use in the summer at OU. The hours a student has banked will automatically be used to reduce summer charges for tuition and mandatory hourly fees. Banked hours cannot be converted into cash or held for a future academic year. Visit ou.edu/flat-rate for more information on Banked Hours. Visit ou.edu/summersession for information on available courses and activities.

RULE OF 30

When your attempted hours* for the academic year total 30 or more, you are no longer eligible for a Flat-Rate Exemption or Summer Banked Hours.

*Attempted hours include any with a final grade, including W or I.



BURSAR SERVICES

CAMPUS ESSENTIALS



CAMPUS SAFETY

OU Alert – An Alert System to notify students in case of an emergency on campus such as a tornado, fire, snow and ice and other campus-related issues. The University will deliver updates through text messaging, email, phone calls, social media, and on ou.edu. Students may enter their cell phone number and one additional phone number to receive alerts on accounts.ou.edu.

SafeWalk – A free service utilizing resident advisers to accompany members of the university community anywhere on campus from 8 p.m. to 2 a.m., 7 days a week. Call (405) 325-WALK.

SafeRide – Provides safe and free transportation to OU students within the Norman city limits, no questions asked. Each student receives two free, on-demand taxi SafeRides (available Thursday-Saturday, 10 p.m. to 3 a.m.). Find SafeRide on the OU Innovate app.

TRANSPORTATION

Parking – Students living in housing and planning to park on campus will need to purchase a Housing parking permit. Commuter students who want to park on campus can purchase a Commuter permit. Visit ou.edu/parking for parking permits, maps and more information.

Cleveland Area Rapid Transit (CART) – CART offers a free park-and-ride service to OU students. The shuttle runs every 5-10 minutes between the Lloyd Noble Center parking lot and the Brooks Street bus stop (near the stadium). For other park-and-ride locations, ou.edu/parking.

Bicycles – The University of Oklahoma provides and promotes a bike-friendly campus. OU offers a bike share program. Through the VeoRide app, students, staff, and faculty have unlimited and free use of 50 pedal bikes. To register your personal bike, locate bike racks, etc., visit ou.edu/bike.

Electronic Scooters – VeoRide is the exclusive e-scooter company allowed to operate on OU's campus. Through the VeoRide app, students, staff, and faculty may access e-scooters. These e-scooters cost \$1 to unlock and 15 cents a minute.

ZipCar – Through ZipCar, OU students have access to cars by the hour or day (gas and insurance included). ZipCars are found near the intersection of Lindsey and Asp. Sign up for a membership at zipcar.com/universities/university-of-oklahoma. Then tap your ZipCard on the car's windshield, and take a spin. When you return, park the car in its reserved spot on campus and lock up.



HEALTH AND WELLNESS

OU Health Services, located at Charles B. Goddard Health Center, provides these services:

- **Clinical Services** – Physicians and physician assistants provide primary care for illness, injury and preventive services. Complimentary flu shots are available to students. Registered nurses provide travel and immunizations/injections. A registered dietitian provides nutritional services.
- **Health Promotion** – Health educators promote wellness by providing current and reliable health information through campus outreach events and programs.
- **Laboratory** – The laboratory performs many tests requested by health care providers.
- **Pharmacy** – You can fill or transfer a prescription or purchase over-the-counter medications.
- **Physical Therapy** – Physical therapists provide evaluation and treatment for orthopedic injuries.
- **Radiology** – Diagnostic X-ray equipment and computerized radiography are available.
- **Women's Center** – Private and confidential services include annual exams with pap testing, pre-conception counseling, and contraceptive planning options.
- **University Counseling Center** – The counseling center provides a wide range of counseling services, including: group, couple, and individual counseling, psychological assessment, psychiatry, consultation, and outreach. The center is also home to an American Psychological Association-accredited pre-doctoral psychology internship program.
- **Psychiatric Services** – Psychiatric services are available for any individual who may benefit from medication in addition to counseling. Appointments for a medication evaluation can only be scheduled after an intake appointment with a counselor.

OU Health Services and the University Counseling Center, located on Elm Avenue, are open 8 a.m. to 6 p.m Monday through Friday.

Counseling Center Appointments – (405) 325-2911

Health Center Appointments – (405) 325-4441

The JILL Campaign

Join in the Love your Life Campaign. The JILL Campaign has a mission to help students, parents, staff and faculty recognize the signs of depression and to learn healthy ways to cope with the stresses of college life. Read about Jill's story at ou.edu/ucc.

Behavior Intervention Team (BIT)

OU's Behavior Intervention Team (BIT) is a group of campus professionals who help keep our community healthy and safe. Does something seem off? Be aware and trust your instinct. To make a BIT report, visit ou.edu/normanbit, email normanbit@ou.edu, or call (405) 325-7700.

ATHLETICS TICKETS

OU students are admitted free to all sports except football and men's basketball. Show up, show your official student ID, and support the Sooners.

OU Men's Basketball – Student basketball tickets are available online through soonersports.com. Tickets are available as a season package only and charged to the student's Bursar account.

OU Football – Entering freshman or transfer students will be notified through OU Email when student season tickets go on sale. For returning students, student season tickets will be on sale starting in the spring of the previous academic year. All student season tickets exclude the OU/Texas ticket, which goes on sale at the end of September. Tickets can be purchased online at soonersports.com/students. Tickets must be charged to the Bursar account.

Students without a season ticket may purchase individual tickets at the student rate, if available. On Thursday, the week of the upcoming game, unclaimed tickets remaining after the pick-up dates will go on sale at 10 a.m. on soonersports.com/students (Bursar payments are not allowed for this sale). Students must have both a student ID and their student ticket to enter the stadium.

BOOKS

Textbooks are available through the online bookstore at soonerbooks.com. You should have your textbooks before classes begin! Textbooks can often be returned within the first two weeks of classes if your courses or required materials change. Books are available to rent or purchase new or used. As part of OU's digital initiative, many professors offer free digital textbooks and content.

Additionally, Bizzell Memorial Library provides selected textbooks, calculators, laptops, and other technologies for check out at the main circulation desk near the west entrance.

COMPUTER LABS

OU IT offers spaces strategically located across the Norman campus with computers, printers, scanners, and individual and collaborative study rooms. Many labs offer accessible workstations with supporting software. Find locations and more info at ou.edu/ouit/learning/labs.

PRINTING

OU IT offers campus-wide cloud printing services through WEPA. Students can print to the cloud and pick up documents at any conveniently located WEPA kiosk. Documents can be sent to kiosks through web, mobile, email, cloud, and USB. For more information, go to print.ou.edu.

TECH BOOTCAMP

OU IT offers this online tutorial to help students learn how to use vital OU systems, like email and Canvas. In addition, students can learn more about all of the free technological resources available to you as an OU student, like Microsoft Office. Visit link.ou.edu/techbootcamp to get started.

THE SOONER STANDARD

Student **Alcohol Policy**

All campus-affiliated student organizations and all students currently enrolled at OU or pre-enrolled for subsequent semesters having attended the institution for at least one semester in the current or past academic year are responsible for following federal, state and local laws, the Student Rights and Responsibilities Code, and the Student Alcohol Policy (ou.edu/ucc/cap).

All new students age 22 and under must participate in the online alcohol education program at onpoint.ou.edu and attend a face-to-face first-year program. For alcohol-related concerns, contact the Hazing and Alcohol 24/7 Reporting Hotline at (405) 325-5000.

Student Right and **Responsibilities Code**

The purpose of the Student Rights and Responsibilities Code (found at ou.edu/studentconduct) is to establish specific student rights and responsibilities while maintaining an environment that honors OU's mission. The processes and procedures of this Code establish and enforce standards of conduct throughout educational experiences, fostering student learning and development.

Sexual Misconduct, Discrimination and Harassment Policy

The University condemns discrimination based on sex or gender, sexual harassment, sexual assault, sexual orientation discrimination, discrimination based on gender identity or expression, and sexual misconduct, including but not limited to dating violence, domestic violence, and stalking. Any such activity committed by a member of the University community may subject the individual to University sanctions as well as civil and/or criminal penalties. The Institutional Equity Office handles claims involving the Sexual Misconduct, Discrimination and Harassment Policy and the Non-Discrimination Policy. These policies can be found at ou.edu/eoo. All students must take the Title IX/Sexual Misconduct Awareness training at onpoint.ou.edu to be eligible to enroll.

Institutional Equity and Title IX Office: (405) 325-2215

OU Advocates: (405) 615-0013 (24/7 Confidential Reporting Source)

Diversity, Inclusion, and Equity

The University of Oklahoma is committed to achieving a diverse, inclusive, and equitable community by embracing each person's unique contributions, backgrounds, and perspectives. Fostering an inclusive environment for all, with particular attention to the needs of historically marginalized populations, is vital to our institutional mission and enhances the OU experience. All first-year students will participate in the Freshman Diversity Experience to explore their new responsibilities as a member of a diverse OU Community.

Academic Integrity

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn and demonstrate their own understanding and effort. Visit integrity.ou.edu to learn more about what constitutes academic misconduct, reporting academic misconduct, etc.

The Integrity Pledge

On my honor, I affirm that I have neither given nor received inappropriate aid in the completion of this exercise.

ENHANCE YOUR

STUDENT AFFAIRS

Oklahoma Memorial Union, Ste. 265
(405) 325-3161 | ou.edu/studentaffairs

Student Affairs provides the out-of-classroom experiences, adding value to your college education.

Student Affairs Is Here To:

- Assist you in realizing your goals – academic, personal and professional
- Provide you with diverse cultural experiences
- Offer programs designed to enhance your academic experience
- Provide leadership development opportunities
- Create a safe, healthy environment in which you may live, study, socialize and work.



Campus Activities Council (CAC)
Class Council
Housing Center Student Association (HCSA)
Intramural Sports
Gender + Equality Center
Leadership Development and Volunteerism
OU Cousins
Panhellenic Association, Interfraternity Council,
Multicultural Greek Council, National Pan-Hellenic Council
Student Alumni Association (SAA)
Student Government Association (SGA)
Student Media
Union Programming Board (UPB)

ou.edu/sga/cac
ou.edu/classcouncil
ou.edu/hcsa
ou.edu/far
ou.edu/gec
ou.edu/leadandvolunteer
ou.edu/oucousins

ou.edu/studentlife
ou.edu/saa
ou.edu/sga
studentmedia.ou.edu
ou.edu/upb

View over 400 register student organizations at ou.edu/rso.



OU EXPERIENCE

ACCESSIBILITY AND DISABILITY RESOURCE CENTER

The Disability Resource Center encourages full participation for students with disabilities and helps ensure equal educational opportunities.

Accommodation Process and **Student Responsibilities**

You must self-identify and engage in an interactive process with a member of the Disability Resource Center team, including discussion of individual needs, rights and responsibilities. You must meet all admission and academic standards, provide appropriate documentation of disability, and contact and meet with the Disability Resource Center team in a timely manner when seeking accommodations. Each semester, you must request specific accommodations and communicate with the DRC team to update accommodations as needed. Visit ou.edu/drc for more information about available resources.

730 College Ave. - Norman, OK 73019-2093
drc@ou.edu | ou.edu/drc | Phone: (405) 325-3852
Fax: (405) 325-4491 • VP: (405) 217-3494

STUDY ABROAD

Office of **Education Abroad**

Get started! Attend a Study Abroad 101 session, offered Monday-Friday on campus. Reserve your spot at ou.edu/ea. Programs are available in more than 200 cities in 80 countries. Find courses in English and in foreign languages—start researching at ou.edu/ea.

Funding for **Study Abroad**

Financial Aid may apply to students participating in Education Abroad-approved programs. OU tuition/fee waiver scholarships apply to programs where students continue to pay OU tuition and fees while abroad. Many scholarships exist exclusively to fund study abroad.

International **Study Centers**

OU has two study centers abroad in Arezzo, Italy and Puebla, Mexico. These destinations provide exciting opportunities for students to study abroad with OU professors and take OU courses taught in English as well as language courses while exploring the culture, cuisine and sights of another country.



APPLY TO THE JOE C. AND CAROLE KERR MCCLENDON HONORS COLLEGE

160 David L. Boren Hall | (405) 325-2591

The objective of the Honors College at the University of Oklahoma is to build a supportive and challenging community of intellectually motivated undergraduate students, professors and scholars. Benefits of being in the Honors College include: small class sizes, research opportunities, and a summer abroad experience at Oxford. Being a member of the Honors College is the only way to earn cum Laude, Magna cum Laude and Summa cum Laude recognition at graduation and on diploma.

Requirements for **Admittance**

From High School

- An ACT Composite of at least 30/an SAT Reading and Math total of at least 1390
 - AND an unweighted HS GPA of 3.75
- OR**
- Rank in the 10% of your high school class

Current OU Students

- 400-to-500-word essay based on one of the provided topics
- Earned 15 or more hours of OU credit
- 3.4 GPA or higher

Find out more and apply at ou.edu/honors

UNDERGRADUATE RESEARCH

Undergraduate Research Is About **You**:

- Reaching beyond your textbook or practice studio to inquire, explore and discover
- Understanding that more is learned from setbacks than from instant success
- Sharpening your critical thinking skills to understand complex challenges

To see the exciting projects that other OU Sooners have contributed to the world of knowledge and creativity, visit the OU Undergraduate Research Showcase at Curiosity2Creativity.net.



FIRST-GENERATION COLLEGE STUDENTS

Wagner Hall, Ste. 215 | (405) 325-6261
ou.edu/threshold

Project Threshold

Project Threshold is designed to serve students who meet one or more of the following criteria:

- First generation - Neither parent received a four-year degree
- High financial need - Based on federal guidelines
- Registered with the Disability Resource Center

Project Threshold provides academic advising, financial information, enrollment assistance, computer lab access and tutorial services. Visit ou.edu/threshold to apply for services.

First to GO OU

First to GO OU is a program designed for first-generation students to assist them as they transition from high school to college. First to GO OU supports, advises, and connects students and families to the resources at the University of Oklahoma. Through this program we will create a sense of belonging, academic readiness, and mentorship that supports your abilities, strengths and resilience.

ENHANCE YOUR OU EXPERIENCE



FIRST-YEAR CHECKLIST

AUGUST

- Check to see if your financial aid has been applied to your account**
Review the Financial Aid checklist on page 34. Accept, reduce or decline your aid on one.ou.edu. Financial Aid for the fall semester is typically applied to your account during the week before classes begin.
- Add or drop your courses**
If you need to change your schedule, you may add courses through the end of the first week of classes and drop courses (with a 100% refund) through the end of second week (refer to the academic calendar for specific dates).
- Review your plan to pay for school**
If you plan to make monthly payments to your Bursar account, the first payment is due this month (see page 38). If you decide to pay in full, your balance must be paid this month. Need to make a plan? Visit financialsuccess.ou.edu or connect with your MoneyCoach by scheduling an appointment at iadvise.ou.edu.
- Get involved!**
Many student organizations host information sessions during the first few weeks of school. Follow them on social media, look for information on the South Oval and subscribe to their OrgSync page to find out dates and locations.

SEPTEMBER

- Take the First-Year Student Experience Survey**
Tell us about your experience and connect with the resources you need to succeed. This survey will be administered through your Gateway to College Learning class.
- Make an advising appointment**
Schedule an appointment with your advisor on iadvise.ou.edu. Discuss any concerns about your current classes as well as the courses you plan to take during spring and summer.
- Know your Enrollment Window**
Write down the day and time that you can enroll for next semester. Put it in your planner, add a calendar reminder in your phone, set an alarm – whatever it takes!
- Find your Bursar balance on one.ou.edu**
You should be making progress toward reducing your bill.
- Get Support!**
College might be different than you expected and can be hard. If you run into roadblocks or need help, we are here! Contact Graduation and Persistence Support (GPS) at gps@ou.edu or visit ou.edu/gps.

OCTOBER

Do an emotional wellness check

Take a moment to think about how you feel. Are you overwhelmed, anxious or depressed? Make an appointment with a counselor (ou.edu/ucc) if you need a mental health tune-up!

Submit your FAFSA for next school year

You can use tax information from two years ago. Contact your MoneyCoach or Financial Aid if you have any questions!

Fill out the CASH application to apply for scholarships

The Centralized Academic Scholarship Hub (CASH) is available on ou.edu/sfc/scholarships. It opens Oct. 1 and closes Feb. 1.

Check your midterm grades

Midterm grades are posted on one.ou.edu. If you are struggling in a class, contact your academic advisor to discuss strategies to improve your GPA.

Know the W deadline

Circumstances change and life can be unpredictable. Talk with your advisor to decide if you need to drop a course.

Start looking for sophomore-year housing

It might seem early, but residential spaces fill up quickly. Visit ou.edu/housingandfood to learn about on-campus upperclass housing options.

NOVEMBER

ENROLL

It's time to enroll for the spring and summer semesters! Refer to the instructions in this guide if you need help on how to enroll. If a course you need is full, remember that many classes have a waitlist available.

Make sure you know when your final exams are taking place

Look at your course syllabi or on one.ou.edu to find out the days and times. Review the Final Exam policy.

DECEMBER

Check your grades on one.ou.edu

Remember that your grades are not a reflection of who you are. If this semester went well, congratulations! If this semester didn't go as you had planned, reflect on your mistakes and try again next semester!

If you need to retake a course or you are ineligible to proceed to the next course because of grades, consult with your advisor AS SOON AS POSSIBLE to make the appropriate adjustments.

If you have earned below a 2.0 for the semester, contact the Center for Student Advancement at (405) 325-2574 to determine how you can continue as a student at OU.

If you have a balance on your Bursar account, reach out to your MoneyCoach for help.

Log in to iadvise.ou.edu to schedule an appointment with your MoneyCoach.

JANUARY

Check to see if your financial aid has been applied to your account

Review the Financial Aid checklist. Accept, reduce or decline your aid on one.ou.edu. Financial Aid for the spring semester is typically applied to your account during the week before classes begin.

Add or drop your courses

If you need to change your schedule, you may add courses through the end of the first week of classes and drop courses (with a 100% refund) through the end of second week (refer to the academic calendar for specific dates).

Review your plan to pay for school

If you plan to make monthly payments to your Bursar account, the first payment is due this month. If you decide to pay in full, your balance must be paid this month. Need to make a plan? Visit financialsuccess.ou.edu or connect with your MoneyCoach by scheduling an appointment at iadvise.ou.edu.

Last chance to fill out the CASH application!

If you would like to apply for scholarships for next year, remember the deadline is February 1.

FEBRUARY

Make an advising appointment

Schedule an appointment with your advisor on iadvise.ou.edu. Discuss any concerns about your current classes as well as the courses you plan to take during the fall.

Know your Enrollment Window

Write down the day and time that you can enroll for next semester. Put it in your planner, add a calendar reminder in your phone, set an alarm – whatever it takes!

Attend the Majors Minors Fair

The Majors Minors Fair is your opportunity to visit with representatives from every degree program at OU. With over 150 different degree options, this event will help you learn which major or minor might be the best fit for you. Visit ou.edu/univcoll for more information.

Find your Bursar balance on one.ou.edu

You should be making progress toward reducing your bill.

FIRST-YEAR CHECKLIST



MARCH

Check your midterm grades

Midterm grades are posted on one.ou.edu. If you are struggling in a class, contact your academic advisor to discuss strategies to improve your GPA.

Know the W deadline

Circumstances change and life can be unpredictable. Talk with your advisor to decide if you need to drop a course.

Do an emotional wellness check

Take a moment to think about how you feel. Are you overwhelmed, anxious or depressed? Make an appointment with a counselor (ou.edu/ucc) if you need a mental health tune-up!

APRIL

ENROLL

It's time to enroll for the fall semester! Refer to the instructions in this guide if you need help on how to enroll. If a course you need is full, remember that many classes have a waitlist available.

Make sure you know when your final exams are taking place

Look at your course syllabi or on one.ou.edu to find out the days and times.

MAY

Check your grades on one.ou.edu

Remember that your grades are not a reflection of who you are. If this semester went well, congratulations! If this semester didn't go as you had planned, reflect on your mistakes and try again next semester!

If you need to retake a course or you are ineligible to proceed to the next course because of grades, consult with your advisor AS SOON AS POSSIBLE to make the appropriate adjustments.

If you have a balance on your Bursar account, reach out to your MoneyCoach for help.

Log in to iadvise.ou.edu to schedule an appointment with your MoneyCoach.

Visit ou.edu/advising to learn about advising for next year!

If you have declared a major, earned at least 24 credit hours and have met the admission requirements for a degree-granting college, you will have a new advising home next year! You will be notified by email when your records move from University College to your degree-granting college.



Graduation and Persistence Support (GPS)

The GPS team works collaboratively with other support resources across campus to promote your success. We can personally assist you in removing roadblocks to your continuous enrollment and clear pathways to degree completion. Visit ou.edu/gps to learn more about how we help you attain your OU degree!

GLOSSARY

Additional Degree Options: Additional degree options include secondary emphasis, minors, double majors/single degree and dual degrees. Explore these options with your academic advisor.

Bursar: The Office of the Bursar is the central billing office of the University of Oklahoma. This is where you go to pay for tuition, fees, housing, etc.

Canvas: Canvas is an online classroom community set up by your professors. Canvas has class rosters, discussion areas, an online drop box and a grade book. Your professor could use some or all of the features that Canvas offers. Log in and take some time to explore the website at canvas.ou.edu.

College Requirements: Degree requirements common to all undergraduates within a particular college.

Course Reference Number (CRN): Every class has a specific CRN assigned to it. Students can type in the CRNs for the classes they wish to take at the time of enrollment to expedite the enrollment process.

Degree-Granting College: The degree-granting college where students degree requirements and major work is completed. After a student has earned 24 hours, declared a major, and met the college entrance requirements, their records are transferred from University College to their degree-granting college.

Degree Navigator: Degree Navigator is an advising and degree audit tool that allows students to track their progress toward a particular degree.

Enrollment Holds/Stops: A hold or stop can keep you from being able to enroll when your enrollment window opens. You can check to see if you have any holds by logging on to one.ou.edu.

General Catalog: All undergraduate degree programs are listed in this catalog. It also includes the official requirements you will need to graduate. The General Catalog can be accessed at catalog.ou.edu.

General Education Requirements (Gen Ed): Requirements common to all undergraduate students at OU. All students must fulfill these requirements to graduate.

Grade-Point Average (GPA): The University of Oklahoma has multiple grade-point averages.

1. The Current Term GPA is based on letter-graded coursework in each semester at OU.
2. The Cumulative GPA is based on all OU letter-graded coursework.
3. Current Term transfer GPA is based on letter-graded coursework taken at other institutions of higher education and approved for college credit here at OU.
4. Transcript Totals all of the GPAs below are listed above minus any repeated courses in accordance with the Repeat Policy, remedial courses and activity courses.
 - **Total Institution** — All letter-graded coursework taken at OU (appears on transcript)
 - **Total Transfer** — All letter-graded transfer coursework accepted at OU (appears on transcript)
 - **Overall** — All letter-graded OU and Transfer coursework – also known as the retention/graduation GPA (appears on transcript)

All GPAs listed above include repeated courses in accordance with the Repeat Policy. Courses that have had the Repeat Policy applied are indicated on your transcript with a hash mark to the left of the grade.

Independent Study, Correspondence and Online Courses: The Center for Independent and Distance Learning's online and correspondence courses offer you the flexibility to reach your educational goals. Check out their website, pacs.ou.edu/cidl, for more information.

Major Requirements: Specific to the particular degree a student is pursuing, individual major requirements can be found at checksheets.ou.edu.

Net ID (4X4): More commonly known as your 4x4, your OU Net ID, along with your password, will be your log-in for access to OU services.

ONE: The gateway to OU's student information resources, providing single sign-on, 24/7, web-based access to resources you will use daily. Visit ONE at one.ou.edu.

Release and Access to Student Records: Only "directory information" about students is released without the student's written consent. Students may have their directory information withheld by filling out a form in the Office of Academic Records.

Retention, Probation and Suspension: Students with 30 semester hours or less must maintain a 1.7 cumulative overall GPA to continue to be enrolled at the University. Students with more than 30 hours must maintain a 2.0 overall GPA. Students who do not meet this requirement will be placed on academic probation. To be removed from probation, a student must meet the minimum GPA requirements, but those who make a 2.0 GPA may be continued on probation. A student on probation who fails to meet the minimum requirements will be suspended from the university. Students suspended from the university may not apply for readmission until after one full semester has elapsed following the date of suspension. To be readmitted, a student must submit an application for admission and a letter of appeal to Admissions & Recruitment by Nov. 1 for the spring semester and April 1 for summer or fall.

Session Courses: Session courses are three-week courses during May or December. They are intensive formats designed to assist students in gaining three credit hours at a much quicker pace. Session courses can be selected through the regular university online enrollment system at one.ou.edu. For more information, visit ou.edu/winterspringsession. For summer session availability and information, visit ou.edu/summersession.

Sooner Card (Your student ID): Sooner cards are issued by the Sooner Card office in either Room 127 of Oklahoma Memorial Union or in their satellite office located in Stubbeman Place (1107 Elm Ave.). Students must be admitted to be eligible to receive a card. Legal photo identification is required to have a card made. Lost cards should be reported immediately to the Sooner Card office. There is a charge of \$20 for new and replacement cards. Your Sooner Card also is available on the OU Innovate app.

Sooner ID (OU ID Number): Your nine-digit ID number assigned to you when you are admitted.

Sooner Sense: Sooner Sense is a debit account that can be accessed by OU students. Your identification card, or Sooner Card, works like a debit card and you can deposit money to your account. Visit ou.edu/soonercard for more information.

Student Code: Students and faculty each have responsibility for maintaining an appropriate learning environment. Students who fail to adhere to the established code of conduct may be subject to disciplinary action. Faculty have the professional responsibility to set reasonable standards and behavioral expectations for their classroom and the obligation to take the appropriate course of action when student behavior substantially interferes with the ability of a faculty member to teach or the ability of other students to learn. The faculty member can handle most inappropriate behaviors at the time of the disruption; however, some situations may require consultation, University disciplinary action, and/or immediate emergency response. The Student Code can be found at ou.edu/studentconduct.

CAMPUS MAP

CAMPUS BUILDINGS - NUMERICAL

- 1 Old Faculty Club
- 2 Boyd House
- 3 Whitehand Hall
- 4 Catlett Music Center
- 5 Fred Jones Jr. Museum of Art
- 6 Fred Jones Jr. Art Center
- 7 Fine Arts Center
- 8 Reynolds Performing Arts Center
- 9 Elm Avenue Parking Facility
- 10 Physical Sciences Center
- 11 Chemistry Annex
- 12 Chemistry Building
- 13 Burton Hall
- 14 Sutton Hall
- 15 Old Science Hall
- 16 Evans Hall
- 17 Carnegie Building
- 18 Monnet Hall
- 19 Buchanan Hall
- 20 Oklahoma Memorial Union
- 21 Oklahoma Memorial Union Parking Center
- 22 Jacobson Hall, Visitor Center
- 23 Carpenter Hall
- 24 Carson Engineering Center

- 25 Devon Energy Hall
- 26 Felgar Hall
- 28 ExxonMobil/Lawrence G. Rawl Engineering Practice Facility
- 29 Sarkeys Energy Center
- 30 Engineering Laboratory
- 31 Facilities Management Complex
- 32 Nuclear Engineering Laboratory
- 33 McCasland Field House
- 34 Lissa and Cy Wagner Hall Student Academic Services Center
- 35 Price Hall
- 36 Adams Hall
- 37 Bizzell Memorial Library
- 38 Ellison Hall
- 39 Goddard Health Center
- 40 Anne and Henry Zarrow Hall
- 41 Farzaneh Hall
- 42 Nielsen Hall
- 44 Robertson Hall
- 45 Kaufman Hall
- 46 Collings Hall
- 47 Copeland Hall
- 48 Dale Hall Tower
- 49 Dale Hall

- 50 Gaylord Hall
- 51 Gould Hall
- 52 Noble Electron Microscopy Laboratory (2nd floor)
- 53 George Lynn Cross Hall
- 54 Richards Hall
- 55 Armory
- 56 Asp Avenue Parking Facility
- 57 CART Campus Depot
- 58 Gaylord Family-Oklahoma Memorial Stadium
- 60 Jacobs Track and Field Facility
- 61 CART Brooks St Transfer Station
- 62 Bud Wilkinson House
- 63 Wagner Dining Facility
- 64 Collums Building
- 65 Everest Training Center
- 66 Mosier Indoor Athletic Facility
- 67 Headington Hall
- 68 Headington Residential College
- 69 Residential Colleges Dining Hall
- 70 Dunham Residential College
- 71 Henderson-Tolson Cultural Center
- 72 Observatory and Landscape Department
- 73 Sarkeys Fitness Center
- 74 Jenkins Avenue Parking Facility



- 75 Cate Center 1
- 76 Cate Center 2
- 77 Cate Center 3
- 78 Cate Center 4
- 79 Cate Center Dining Hall
- 80 David L. Boren Hall
- 81 Parking Services
- 82 Adams Center
- 83 Walker Center
- 84 Couch Center
- 85 Couch Restaurants
- 86 Sooner Suites
- 87 Jim Thorpe Multicultural Center
- 88 OCCE McCarter Hall of Advanced Studies
- 89 OCCE Thurman J. White Forum Building
- 90 Boomer Outreach Building
- 91 OCCE Administration Building
- 92 Murray Case Sells Swim Center

RESEARCH CAMPUS MAP

CAMPUS BUILDINGS - NUMERICAL

- | | | |
|---|---|----------------------------------|
| 100 Coats Hall, Law | 113 Fears Structural Engineering Lab | 132 Stephenson Research Center |
| 101 University of Oklahoma
Foundation Building | 114 Biological Survey | 133 Three Partners Place |
| 102 Recreational Tennis Courts | 115 Archeological Survey | 134 Four Partners Place |
| 103 Sam Noble Oklahoma Museum
of Natural History | 116 Sam Viersen Gymnastics Center | 135 One Partners Place |
| 104 Softball Complex/Marita
Hynes Field | 117 KinderCare @ OU | 136 Two Partners Place |
| 105 Traditions Square East | 118 L. Dale Mitchell Baseball Park | 137 Radar Innovations Laboratory |
| 106 Kraettli Apartments | 119 Traditions Square West | 138 National Weather Center |
| 107 Reaves Park Building (City
of Norman) | 120 Soccer Complex/John Crain Field | |
| 108 Jimmie Austin University
of Oklahoma Golf Course | 121 Headington Family Tennis Center | |
| 109 Bruce Drake Golf Clubhouse | 122 Soccer Practice Field | |
| 110 Charlie Coe Golf Learning Center | 123 Al Velie Rugby Football Complex | |
| 111 Joseph K. Lester Oklahoma
Police Department | 124 Gregg Wadley Tennis Pavilion | |
| 112 Theta M Dempsey Transportation
Operations Center | 125 OU Rowing Training Center | |
| | 126 Lloyd Noble Center | |
| | 127 Landscaping Department | |
| | 128 Ceramics Department | |
| | 129 Chilled Water Plant | |
| | 130 Stephenson Life Sciences
Research Center | |
| | 131 Five Partners Place | |



NORMAN CAMPUS UNDERGRADUATE ACADEMIC CALENDAR 2020-2021

(Calendar may be subject to changes; for the most up-to-date calendar, go to: ou.edu/admissions/academic_calendar)

Advance Registration
Continuing Registration and Add/Drop
Last Day to Register Before Classes Begin

Fall 2020

March 30-April 24
April 27-Aug. 23
Aug. 23

Spring 2021

Oct. 19-Nov. 13
Nov. 23-Jan. 18
Jan. 18

CLASSES BEGIN

First Day for Late Registration Fee of \$20.00
Final Day to Register
Advance Registration for Next Term(s) Begins
Final Day of Classes

Aug. 24

Aug. 24
Aug. 28
Oct. 19
Dec. 11

Jan. 19

Jan. 19
Jan. 22
April 5
May 7

ADD/DROP (changes in schedule, retaining at least one course)

100% Reduction of Charges on Dropped Courses
No Reduction of Charges on Dropped Courses after this date
No Record of Grade on Dropped Courses
Final Day to Add a Class
Automatic Grade of W for Dropped Course(s)
Petition to College Dean to Drop Course(s)

Aug. 24-Sept. 4**
Sept. 4**
Aug. 24-Sept. 4**
Aug. 28
Sept 8-Nov. 13
Nov. 16-Dec. 11

Jan. 19-Feb. 1**
Feb. 1**
Jan. 19-Feb. 1
Jan. 22
Feb. 2-April 16
April 19-May 7

COMPLETE WITHDRAWAL (dropping all courses for a semester)

Cancellation Deadline (no record of grade on transcript)
100% Reduction of Charges on Complete Withdrawals
No Reduction of Charges on Complete Withdrawals after this date
Grade of W on Complete Withdrawal

Aug. 23
Aug. 24-Sept. 4**
Sept. 4**
Aug. 24-Dec. 11

Jan. 18
Jan. 19-Feb. 1**
Feb. 1**
Jan. 19-May 7

AUDIT ENROLLMENT

Final Day to Change from Audit to Credit
Final Day to Change from Credit to Audit

Sept. 4
Sept. 4

Feb. 1
Feb. 1

FINAL EXAMINATIONS

Final Exam Preparation Period
Final Examinations
Final Grades Due

Dec. 6-13
Dec. 14-18
Dec. 22

May 2-9
May 10-14
May 18

GRADUATION AND RELATED REQUIREMENTS

Final Day to File Graduation Application
University-Wide Commencement
College Convocations

Sept. 15
May 14
Dec. 19-20

Feb. 15
May 14
May 15

HOLIDAYS AND VACATION DAYS

Labor Day Holiday
Thanksgiving Vacation
Martin Luther King Day
Spring Vacation

Sept. 7
Nov. 25-27

Jan. 18
Mar. 13-21

WINTER AND SPRING SESSION

Dec. 21 - Jan. 15

May 17 - June 11

**Extended Campus students have the first week of every 8-week session to drop courses with 100% refund.

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CAMPUS DIRECTORY

Academic Records

230 Buchanan Hall
325-4147, admrec@ou.edu
ou.edu/recordsandtranscripts

Academic Advising Resource Center

418 Cate Center, Quad 1
325-1596, advising@ou.edu
ou.edu/advising

Academic Integrity

660 Parrington Oval
325-0311, integrity@ou.edu
integrity.ou.edu

Accessibility and Disability Resource Center

730 College Ave.
325-3852, VP 405-217-3494, drc@ou.edu
ou.edu/drc

Admissions & Recruitment

Jacobson Hall
325-2151, admissions@ou.edu
go2.ou.edu

Admissions (Document Submission)

127 Buchanan Hall
325-2151, admissions@ou.edu
ou.edu/admissions

Assessment Center

270 Wagner Hall
325-4336, ucac@ou.edu
ou.edu/univcoll

Athletics Ticket Office

1185 Asp Ave.
325-2424, outickets@ou.edu
soonersports.com

Career Services

323 Oklahoma Memorial Union
325-1974, oucs@ou.edu
hiresooner.com

Center for Independent and Distance Learning

300 Kellogg Dr., Rm. 140,
325-1921, cidl@ou.edu
pacs.ou.edu/cidl

Center for Major and Career Exploration

203 Wagner Hall
325-1684, exploremajors@ou.edu
ou.edu/univcoll/about/majors

Center for Student Advancement

150 Wagner Hall
325-2574
ou.edu/univcoll

Degree Navigator

degree@ou.edu
degree.ou.edu

Diversity, Equity, and Inclusion

130 Copeland Hall
325-2284, diversity.inclusion@ou.edu
24-hour Reporting Hotline 844-428-6531
or going online to ou.ethicspoint.com

Education Abroad

144 Farzaneh Hall
325-1693, studyabroad@ou.edu
ou.edu/ea

Employment Services

205 Nuclear Engineering Lab
325-1826, ouhr@ou.edu
jobs.ou.edu

Fine Arts Ticket Service

Catlett Music Center, 325-4101

Fitness and Recreation

170 Sarkeys Fitness Center
325-3053, fitrec@ou.edu
ou.edu/far

Freshman Programs

170 Wagner Hall
325-8216, freshmanprograms@ou.edu
link.ou.edu/gateway

Gender and Equality Center

207 Oklahoma Memorial Union
325-4929,
ou.edu/gec

Graduation and Persistence Support

332 Cate Center Drive
325-8103, gps@ou.edu
ou.edu/gps

Health Services/Goddard Health Center

620 Elm Ave.
325-4611, healthservices@ou.edu
ou.edu/healthservices

Honors College

160 David L. Boren Hall
325-5291, honors@ou.edu
ou.edu/honors

Housing and Food Services

126 Walker Center
325-2511, housinginfo@ou.edu
ou.edu/housingandfood

International Student Services

144 Farzaneh Hall
325-3337, iss@ou.edu
ou.edu/iss

MoneyCoach

Couch Center, 2nd Floor West
325-4692, moneycoach@ou.edu
ou.edu/moneycoach

OU Advocates Hotline

247 Oklahoma Memorial Union
615-0013, ou.edu/studentlife

OU Operator

325-0000

OUPD

Emergency 325-1911
Non-Emergency 325-2864
oupd@ou.edu ou.edu/police

OU Scholars Program

125 Cate Center, Quad 1
325-2851, ouscholars@ou.edu
ou.edu/scholars

Parking and Transit Services

1332 Jenkins Ave.
325-3311, parking@ou.edu
ou.edu/parking

Project Threshold

215 Wagner Hall
325-6261, threshold@ou.edu
ou.edu/threshold

SafeRide

Download the OU Saferide App
325-RIDE (7433), saferide.ou.edu

Safe Walk

DH29 Cate Main, 325-WALK (9255)

Sooner Card

127 Oklahoma Memorial Union
325-3113, soonercard@ou.edu
ou.edu/soonercard

Student Conduct Office

209W Walker Center
325-1540, studentconduct@ou.edu
ou.edu/studentconduct

Student Employment

205 Nuclear Engineering Lab
325-1826, ouhr@ou.edu
jobs.ou.edu

Student Financial Center

Buchanan Hall
325-9000, financialaid@ou.edu
ou.edu/sfc

Student Insurance

Nuclear Engineering Lab
325-9196, hr.ou.edu/studenthealth

Student Learning Center

245 Wagner Hall
325-7621, studentlearning@ou.edu
ou.edu/univcoll

Student Life

370 Oklahoma Memorial Union
325-3163, ou.edu/studentlife

University College

100 Wagner Hall
325-3521, ucquestions@ou.edu
ou.edu/univcoll

**University Counseling Center
Goddard Center**

325-2911, ou.edu/ucc

Winter and Spring Session

376 Cate Center 4
325-2899, ou.edu/winterspringsession

Writing Center

280 Wagner Hall
325-2936, writingcenter@ou.edu
ou.edu/writingcenter

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