Absentee Enrollment Process
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Step 1: Submit Absentee Enrollment request form (if meet guidelines)

Once an Absentee Enrollment request form and supporting documents have been received and reviewed by University College, notification will be sent to the student’s OU email account within one week.

If approved, the notification will include information to begin the Absentee Enrollment process. If not approved, there will be an explanation and the student will need to schedule an appointment to attend the New Sooner Enrollment Program.
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Step 2: Communication from University College

Within the email indicating a student has been approved for Absentee Enrollment, a student will receive additional information to begin the process. Part of the process will include the student sending pertinent academic information to University College.
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Step 3: Communication from Student

Once the student has sent the necessary Absentee information back to University College, a UC representative will verify completion. Once completion is verified, a UC representative will contact the student within one week to schedule a phone advisement appointment.
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Step 3 continued: Communication from Student

Contact will be made in the order University College receives the “completion” emails from students and once University College verifies the “completion” of information requested.

Phone advisement appointments will begin the week of May 26th.
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Step 4: Phone Advisement

The UC representative will contact the student and discuss course requirements, sequencing, and the online enrollment process. The student should be at a computer and able to access the internet. The process will resemble an in-office appointment as closely as possible.

There are a set number of phone advisements appointments each day (Monday-Friday). For students approved to process an Absentee Enrollment, it will be to the student’s advantage to complete all necessary steps as soon as possible.
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Step 5: Enrollment

Upon completion of the phone advisement appointment, students will receive an email to their OU email account with an electronic Advising Form with the courses discussed, along with other pertinent information for enrollment. The student will be responsible for enrollment in their classes.

Information regarding “how to enroll” at the University of Oklahoma will be included with the email mentioned above.
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Step 6: Meet With a University College Advisor

If a student is approved for the Absentee Enrollment Process, the student must meet with a University College advisor by the second day of classes to review their class schedule.
Subject Placements

Based on University of Oklahoma and Oklahoma State Regents for Higher Education requirements, students may be required to take subject placements in Math, English and/or Reading as part of the enrollment process.

Please refer to the New Sooner Enrollment Program website for additional information regarding subject placement testing.

If approved for Absentee Enrollment, University College will communicate if any subject placement testing is necessary.
Meeting with your Academic Advisor:

For future semesters, it is your responsibility to set up an advising appointment with your academic advisor to discuss courses for the following semester. While in University College, this advising appointment is mandatory and a hold is placed on your registration until this requirement has been fulfilled.

University College recommends students schedule their advising appointment in late September for the spring semester and late February for the following fall semester.