THE UNIVERSITY OF OKLAHOMA  
Outreach - Advanced Programs  
New Applicant Checklist

NAME: _____________________________ ID# _________________ DATE: ______________

1. Submit completed application for admissions. Application may be completed online through http://www.ou.edu/admissions/home.html. Online applicants will be contacted by their local Site Director.

2. Submit completed provisional form. Note: Student must meet the minimum GPA requirement based on the last 60+ hours of undergraduate or 12 hours of graduate work.

3. Submit $50.00 non-refundable application fee. Check, money order, or credit card accepted. Sorry, no cash.

4. Submit signed Enrollment, Tuition and Penalties Form to your Site Director before taking your first course.

5. Receive plan of study if applicable or be directed to the program’s academic advisor. Note: The IR and HR programs require a comprehensive final exam. The HR program also requires an internship.

6. OUNet 4 + 4: New students are automatically assigned an OUNet 4 + 4 and an ou.edu email account. Your 4 + 4 will be used to access your OU e-mail on the exchange server (https://exchange.ou.edu), the OUNet Account Management System (https://webapps.ou.edu/pass/), Ozone (https://ozone.ou.edu/), Desire 2 Learn (https://learn.ou.edu) and many other OU systems.

7. Enroll in course(s): Students can start taking courses immediately if a provisional form is on file. OU gives the student 120 days to have official copies of transcripts submitted. Go to https://ozone.ou.edu/ and enroll in your classes for the term. Note: Student must change password before accessing Ozone.

8. Textbook procedures (i.e., on-line or telephone): Textbooks should be ordered from Follett eight weeks or more before the first class session in order for you to receive them in plenty of time to prepare.

9. Withdrawal process: The Site Director has explained the withdrawal process. I have a copy of the information and understand it completely. The last day to drop a class is 30 days before the course start date.

10. Request transcripts from previous academic course work: Note: Transcripts must be submitted within 120 days from the date the provisional form is signed. All transcripts must be sent to the University of Oklahoma, CCE-Registration and Records, Room B-1, 1700 Asp Avenue, Norman, OK 73072-6400.

11. Tuition Assistance (TA): Check with your funding source for application windows. TA forms should be submitted to the OU office prior to class starting.

12. Payment for tuition may be made online through http://ozone.ou.edu.
Please make sure to include the following information where appropriate.

On Your Application Form

- **Degree Codes**
  - Communication M210
  - Economics M300
  - Human Relations M515
  - International Relations M580
  - Ph.D. in Org. Leadership D570
  - Social Work M840
  - Dual Degree M455

- **Non-Degree Codes**
  - Unclassified (Non-Degree) X030
  - Visitor X040
    - Students who want to take graduate classes but do not wish to pursue a degree may enroll as unclassified students and take up to 12 credit hours. You must have a completed undergraduate degree in order to apply.
    - Students at another graduate institution who are in good academic standing may enroll as visitors in Advanced Programs courses. A letter which bears the official seal of your college or university and states that you are a student in good standing is required.
    - Students with a completed undergraduate degree who want to enroll in a course but not receive a grade on their transcript may enroll as auditors.

- Semester you plan to attend
- Present name and other names you have used
- Correct mailing address
- If you have been previously enrolled at OU, please state your prior status at OU. Include the location and date of your last enrollment
- Veteran status
- List all educational institutions you have attended.
- Include the dates of attendance and the degrees earned
- Active Military Status
- Branch of Service
- **Remember to sign and date the application form and submit your application fee.**

**Online Enrollment:**

After submitting their application, new applicants must wait at least 72 hours before enrolling online.

- OU ID
- OUNetID (4 + 4)
• Password (change to permanent password)
• Use http://Ozone.ou.edu to search for courses
• Semester (choose desired semester)
• Campus (Advanced Programs)
• Sign up for the courses you plan to take.
• **Student is provided a copy of the catalog and understands that the provisions stated in the catalog are applicable to their admission and enrollment at OU.**
• **Job placement is not guaranteed nor promised to graduates.**

Please take note of the drop and penalty periods. Students can add/drop classes on-line before the last day to enroll. After that date, students must see their Site Director. Currently, enrollments for internships and research papers and some independent directed study courses must be processed by the site director.

**The Provisional Admission Form**

• Name and OU ID
• Signature and date

**Your site director must complete a portion of this form.**

Your provisional admission period is limited to 120 days or 9 credit hours of letter-graded course work. Students who exhaust their 120-day period will have their record sent to the OU Graduate College for evaluation regardless of the number of credit hours taken.

**Other Information**

Sign up for at least one class for the semester you plan to attend.

Students who are inactive for two semesters will become inactive in Ozone. Please contact your Site Director for assistance with getting re-activated.

You have 120 days from the date you sign your provisional form to submit all official transcripts of your previous academic coursework. An “Admission Stop” or “A-Stop” will be placed on your records if they are not received by this date.

**There is a $50 non-refundable application fee for all new applicants.** Please make check or money order payable to “The University of Oklahoma.” Payment can also be made by credit card.

Student Signature: ___________________________ Date: ______________

Site Director Signature: ___________________________ Date: ______________