# Bytes of Information

A Helpful Guide for Accessing Student Information

## Contents

<table>
<thead>
<tr>
<th>Bytes of Information</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate Your Student Account</td>
<td>2</td>
</tr>
<tr>
<td>OU Email</td>
<td>2</td>
</tr>
<tr>
<td>Sexual Misconduct Awareness: Title IX Training Requirement</td>
<td>2</td>
</tr>
<tr>
<td>View Offered Courses and Access Syllabi</td>
<td>2</td>
</tr>
<tr>
<td>Add Courses in OZONE</td>
<td>3</td>
</tr>
<tr>
<td>Drop Courses in OZONE</td>
<td>3</td>
</tr>
<tr>
<td>Pay for Courses</td>
<td>3</td>
</tr>
<tr>
<td>Order Books from OU Bookstore</td>
<td>4</td>
</tr>
<tr>
<td>Forward Your OU email to an Existing Email Account</td>
<td>4</td>
</tr>
<tr>
<td>Check Your Schedule, Grades, and Get an Unofficial Transcript</td>
<td>4</td>
</tr>
<tr>
<td>Using Desire2Learn (D2L)</td>
<td>5</td>
</tr>
<tr>
<td>Using Library Resources</td>
<td>5</td>
</tr>
<tr>
<td>OU Favorites</td>
<td>6</td>
</tr>
</tbody>
</table>
Activate Your Student Account

1. Go to [account.ou.edu](http://account.ou.edu)
2. Click on “I’m New to OU” in the gray shaded area.
3. New Account Setup - Enter requested information in required format.
4. The next screen prompts you to answer 5 questions. Answer the questions and follow the prompts.

Once you complete this process, you have successfully activated your student account. Print the questions and answers to keep safe in a safe place in case you forget your password.

Following the activation of your account, please give our system approximately 24 hours to complete the update. Once updated, you are able to enroll online, using [ozone.ou.edu](http://ozone.ou.edu)

OU Email

Using Exchange - Go to [exchange.ou.edu](http://exchange.ou.edu). Log in using your OUNet ID (4+4) and password;

Or

Using Ozone - Go to [ozone.ou.edu](http://ozone.ou.edu). Log in using your OUNet ID. Click on “Web Mail” in the Quick Links on the home page.

Sexual Misconduct Awareness: Title IX Training Requirement

Upon receiving an admission status (including Provisional Admission), a Title IX Training registration hold will be placed on your student account, which prevents registration in courses until the training and quiz have been completed. The mandatory training module is required of all University of Oklahoma Faculty, Staff, and Students to bring about a heightened level of awareness on this issue.

You may complete the mandatory Sexual Misconduct Awareness Training Module located at [sexualmisconduct.ou.edu](http://sexualmisconduct.ou.edu). You will need to enter your OUNetID (4x4) and password. The training can be completed in 20 minutes.

View Offered Courses and Access Syllabi

1. Access the Advanced Programs website [goou.ou.edu](http://goou.ou.edu).
2. Click on “Course Schedules and Syllabi” on the left side of the screen.
3. Choose semester By Site or By Program listing (e.g., Summer 2013).
4. From the drop down “Quick Links” menu, choose the desired site or program.
5. Site codes are listed in the second column (e.g. LK for Lakenheath, MI for Mildenhall, OU for Norman)
6. Click on the corresponding course code to retrieve the syllabus (e.g., HR 5003).

Note: You must have Adobe Reader installed on your computer. You can download it for free from Adobe [adobe.com](http://adobe.com).
Add Courses in OZONE

1. Log in to ozone.ou.edu.
2. Click on “Academics” tab.
3. Click on “Enroll and Add/Drop” in Quick Links.
4. Select an Advanced Programs Registration Term.
5. “Class Search” to look up classes.
6. Choose Subject and “Course Search”. Reference the CRN (Course Reference Number) of the courses you wish to take, as provided by your Site Director or by visiting goou.ou.edu.
7. Select desired section and “Register”. You can also “Add to Worksheet” to continue adding courses.

Note: Added courses are visible by clicking “Concise Student Schedule” at the bottom of the page.

Drop Courses in OZONE

1. Go to ozone.ou.edu.
2. Go to the “Academics” tab.
3. Click on “Enroll and Add/Drop” in Quick Links.
4. Select a term.
5. Choose an “Action”.

Note: Enrollment and add/drop confirmation emails are sent out within 24 hours. Be sure to check your OU email the following day to verify the changes.

Pay for Courses

1. Log in to ozone.ou.edu.
2. Under the “Home” tab click on “Pay Bill”.
3. Click on “Make a Payment”.
4. A dropdown box will give you the option to pay by e-check, credit card, or check.
   a. If paying by credit card, you will be charged a 2.75% fee.
   b. You will not be charged a fee when paying by e-check.
   c. Mail check to:
      University of Oklahoma
      Office of the Bursar
      1000 Asp Avenue, Room 105
      Norman, OK 73019-0430

Note: Visa payments are not accepted. All payments mailed to the Bursar’s Office must include the student’s OU ID # for the payment to be properly applied. Make checks and money orders payable to “The University of Oklahoma”.

Updated 11/6/13
Order Books from OU Bookstore

1. For textbook and course information, refer to the course schedule and syllabus.
2. Order by Phone: 405-325-3511 (all international phone calls should include country code); Check hours of operation on the website.
3. Order Online: Go to [goou.ou.edu](http://goou.ou.edu)
   a. Click on “Student Resources”.
   b. Click on “Ordering Textbooks” (you will be taken to the Follett website).
   c. Click on “Books”.
   d. Select “Textbooks & Course Materials”.
   e. Select your program (Advanced Programs).
   f. Select your Term (semester), Division (e.g. LK, MI, OU), Department (e.g. HR, COMM), Course (e.g., 5003), and Section (e.g. 101) and click the “Submit” button.
   g. You will see a list of textbooks for your course. Make sure the “BUY” window is checked for the books you want.
   h. Choose new or used.
   i. Click “Add to Cart” if you want to buy the books or “New Search” if you want to continue searching.
   j. Choose substitute/do not substitute. If a student selects “Do Not Substitute”, the student will need to follow-up on the status of the books as no order will be shipped until authorization to substitute is granted by the student.
   k. Check quantities in your shopping cart. Delete books you do not want.
   l. Click “Update Cart”.
   m. Check your “Shopping Cart” and proceed to checkout.

Note: The bookstore recommends you remove junk mail filters until your order is received. The website states Follett will not ship to PO boxes, however, they will ship to APO boxes.

Forward Your OU email to an Existing Email Account

1. Log in to [account.ou.edu](http://account.ou.edu).
2. Click on “Email Information”.
3. Check the box and type in your preferred email.
4. Click “Save Changes”.
   Note: Other email providers with junk mail filters may not accept forwards from your OU email address. This may also apply to government email providers.

Check Your Schedule, Grades, and Get an Unofficial Transcript

1. Log in to [ozone.ou.edu](http://ozone.ou.edu).
2. Click the “Academics” Tab.
3. Schedules can be found by clicking on the links in the “Student Schedules” section.
4. Grades can be found by selecting the appropriate term from the dropdown menu in the “Student Grades” section.
5. Transcripts can be obtained by clicking on the “Transcript” link under “Academic Profile”.

Updated 11/6/13
Using Desire2Learn (D2L)

1. Go to learn.ou.edu.
2. Log in using your OUNet ID (4+4) and password.
3. If your professor uses this site, syllabi, documents, drop boxes, and grades can be accessed here.

Using Library Resources

1. Go to libraries.ou.edu and log in using your OUNet ID (4+4) and password.
2. Click “Sooner Xpress” under Quick Links on the home page. Sooner Xpress is your document delivery service. Documents and books can be delivered to your nearest OU library or home address free of charge.
3. Each department has a database system that can be used for any type of research.
   a. While on the home page, go to the “Resources” tab on the left.
   b. Under Resources, choose “Resources by Subject”.
   c. Choose your department.
## OU Favorites

<table>
<thead>
<tr>
<th>Description</th>
<th>Web Address</th>
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<tbody>
<tr>
<td>Communications Website</td>
<td><a href="http://cas.ou.edu/comm">http://cas.ou.edu/comm</a></td>
</tr>
<tr>
<td>Economics Website</td>
<td><a href="http://www.ou.edu/cas/econ/">http://www.ou.edu/cas/econ/</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>financialaid.ou.edu/ap</td>
</tr>
<tr>
<td>Graduate College Admission to Candidacy form and other forms</td>
<td><a href="http://gradweb.ou.edu/Current/Forms/AP/index.asp">http://gradweb.ou.edu/Current/Forms/AP/index.asp</a></td>
</tr>
<tr>
<td>Human Relations Internship Packet</td>
<td><a href="http://www.ou.edu/cas/hr/Forms/AP_Internship%E2%9D%AEPacket.pdf">http://www.ou.edu/cas/hr/Forms/AP_Internship❮Packet.pdf</a></td>
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<tr>
<td>Human Relations Website</td>
<td><a href="http://www.ou.edu/cas/hr/">http://www.ou.edu/cas/hr/</a></td>
</tr>
<tr>
<td>International Relations Website</td>
<td><a href="http://cas.ou.edu/casir">http://cas.ou.edu/casir</a></td>
</tr>
<tr>
<td>OU Account Administration</td>
<td>account.ou.edu</td>
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<tr>
<td>OU Advanced Programs</td>
<td>goou.ou.edu</td>
</tr>
<tr>
<td>OU AP Schedules and Course Syllabi</td>
<td><a href="http://www.ou.edu/content/outreachceap/ap_home/schedules_syllabi.html">http://www.ou.edu/content/outreachceap/ap_home/schedules_syllabi.html</a></td>
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<tr>
<td>OU Bookstore</td>
<td><a href="http://www.oklahoma.bkstr.com">http://www.oklahoma.bkstr.com</a></td>
</tr>
<tr>
<td>OU Desire to Learn</td>
<td>learn.ou.edu</td>
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<tr>
<td>OU E-Mail</td>
<td>exchange.ou.edu</td>
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<tr>
<td>OU Library</td>
<td>libraries.ou.edu</td>
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<tr>
<td>OU Online Support Center</td>
<td>support.ou.edu</td>
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<tr>
<td>OU Search</td>
<td>search.ou.edu</td>
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<tr>
<td>OU Student Services</td>
<td>studentservices.ou.edu</td>
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<tr>
<td>OZONE</td>
<td>ozone.ou.edu</td>
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<td><a href="http://socialwork.ou.edu/">http://socialwork.ou.edu/</a></td>
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<td><a href="http://www.ou.edu/content/dam/outreachcce/documents/cce_pdf_OU_Veterans_A">http://www.ou.edu/content/dam/outreachcce/documents/cce_pdf_OU_Veterans_A</a></td>
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