ENROLLMENT AND TUITION

Enrollment Procedures

Students may enroll for their courses online at Ozone.ou.edu. Instructions for using the online enrollment system and a link to Ozone.ou.edu can be found on the Advanced Programs Web site at www.goOU.ou.edu. Contact your site director to enroll in an internship. All students must be admitted with provisional status, conditional or full standing to the Graduate College prior to enrollment in classes. Students utilizing military tuition assistance may have different limitations in the maximum number of semester credit hours.

Enrollment Limitation

A student may enroll in a maximum of 16 hours per semester unless an overload is approved in writing by the student’s academic department. Other limitations may apply for the term in which the comprehensive exam is taken. Students should check with their academic advisor for further clarification.

Intensive Course Format

The intensive class session consists of instruction by lecture, conference, discussion, group problem solving and/or individual study under the guidance of an instructor. This intensive class session is preceded by preparatory reading and study equivalent to that normally accomplished during a traditional two-hour semester course. Assignments and reading materials are available at least 30 days before the class begins and are to be completed before actual participation in the class session. The student is guided in preparatory study by reading assignments and a syllabus, available online, stating the purposes and objectives of the course.

Each course consists of the following components:

- A minimum of 30 days of pre-seminar study and work in preparation for the on-site seminar.
- The on-site seminar of 30 clock hours (two semester hours) is generally conducted over a one-week time frame.
- A follow-up time period of up to 30 days following the last day of the on-site seminar to complete such requirements as application projects, take-home examinations and/or research papers.

With above course delivery for OU’s intensive format, students complete three semester hours of course work. The length of a web-based course can be as long as four months depending upon the number of credit hours and content. The exact duration and dates will be clearly spelled out in each syllabus.

Books and Course Materials

Books and other course materials will be made available for all courses. In most cases, books and course materials will be available for student purchase 10 weeks prior to the class start date through the Follett Bookstore at http://www.bkstr.com/oklahomastore/home. Students may also place their orders through the Follett Bookstore via mail, phone, fax or e-mail. Any materials not available through the Follett Bookstore will be available through the OU site director.
The cost of materials ordered through the Follett Bookstore are available online via their web site. The cost of materials available through the site director will be listed on each course syllabus. It is the student’s responsibility to order texts in sufficient time to allow for shipping and still complete all required pre-class assignments.

**Book Return Deadline**

Students withdrawing from a course may return their texts to Follett for a refund of the purchase price as long as the texts are postmarked before the first day of class. Returns postmarked or returned after the first day of class will not receive refunds but may be eligible for buy-back. Texts purchased as new from Follett must be returned in new condition to receive the full price. Texts returned in used condition will receive the price established by Follett’s buy-back policy, regardless if the student purchased them as new. Any highlighting or notes in the text will render the text used, and will be subject to Follett’s buy-back policy. Shipping charges are the responsibility of the student and will not be refunded unless the course is cancelled. In that case, a shipping refund request must be made in writing and submitted with receipts to the local site director.

**Book Buy-Back Program**

Students wishing to sell back their textbooks after the class should contact the Follett Bookstore via phone or e-mail at 0831mgr@fheg.follett.com. The Follett Bookstore may offer up to 50 percent of the student’s purchase price or the current market value. Students interested in this program must coordinate selling back their textbooks directly with Follett Bookstore.

**Agency Payment of Tuition and/or Book Costs**

If a student’s expenses are to be paid by an agency, please see the service and/or funding agency requirements. Students are responsible for paying any amount not paid by the service and/or funding agency. Textbook purchases through the Follett Bookstore are the joint responsibility of the student and the agency. The Follett Bookstore can accept agency payment via credit card or student payment via credit card, check or money order. Students making their own text purchases are responsible for coordinating reimbursements through their agency.

**Tuition Payment**

Students qualifying for tuition assistance that will be paid directly to the University of Oklahoma must pay only the costs not covered by the service and/or funding agency.

**Subject to Change Notice**

Enrollment fees are set by the Oklahoma State Regents for Higher Education and may be changed in accordance with state regents’ policies. Courses, dates and instructors are subject to change. Please check with the OU site director.

**Bursar Stops**

Students owing money to the University of Oklahoma can neither receive grades and/or transcripts nor take classes. Students with bursar stops at the close of their last semester will not have their degree posted until accounts are cleared.
Tuition Assistance, Vouchers and VA Benefits

Eligible students may use their military tuition assistance (TA) or Veterans Administration (VA) benefits after they have been properly certified by the University of Oklahoma. Students using VA benefits should request that their enrollments be VA-certified at the time of enrollment. The university must have on file a VA Application for Education Benefits (or VA Certificate of Eligibility) and all military transcripts before requests for certifications can be processed. Before the class begins, students using military tuition assistance (TA) must ensure proper completion for United States Armed Forces TA requirements. Students will be held accountable for the balance due or for errors in the amount authorized. Students must comply with military TA timelines for course completion.

Methods of Payment

Tuition payments can be made through the online payment system at Ozone.ou.edu. Students may pay online using checks, VISA, MasterCard, American Express or Discover. Cash will not be accepted. The OU site director can answer questions concerning methods of payment. For current tuition rates, contact your local site director or e-mail OU at advancedprograms@ou.edu.

Withdrawal of Enrollment

The University of Oklahoma’s policy is to provide maximum flexibility in allowing students to attend class sessions that best serve the individual’s schedule of professional responsibilities. When personal circumstances require cancellation of a course enrollment, the following policies will apply with regard to tuition.

Course Withdrawal Policy

Students who drop from a course must pay enrollment fees at the following rates:

- 30 or more days prior to the course start date – none
- 16 to 29 days prior to the course start date - 25 percent
- Start date to 15 days prior to the course start date - 50 percent
- After the start of the first class session - 100 percent

Students not attending the first night of class (No Shows) will be responsible for 100 percent of enrollment fees.

For Nevada Students Only

A student has the right to a full refund of all charges if he/she cancels his/her enrollment prior to the beginning of the first class session. In addition, the student may withdraw from a course after the beginning of the first class session and receive a refunded prorata amount of the tuition minus 10% of the tuition or $100 (whichever is less) for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction.

Approved Notices of Drop or Withdrawal

All drops processed by the site director must be in writing. The original notification may be in the form of a mailed or faxed letter or an e-mail message. This must be followed
up with a signed drop form. The date must be clearly indicated on all drop documents. It is the student’s responsibility to ensure that the site director has received and processed the drop.

Drops that occur 30 days or less before the first class session will incur the associated penalty as outlined above. A request to waive the penalty must be accompanied by documentation of one of the following:

- **Personal illness** documented by a notice from a physician or a copy of the medical bill, which clearly indicates that the student would be unable to attend the class sessions. This should note the specific dates of the illness and inability to attend class.
- **Military Travel Order or Permanent Change of Station Order**, which clearly indicates that the student would be unable to attend the class sessions. The order must include dates of class sessions.
- **Job-related absence** explained with a letter on company or agency letterhead and signed by a supervisor, stating that the absence was unavoidable and that clearly indicates that the student would be unable to attend the class sessions.

All penalty waiver requests and associated letters, military travel orders, copies of physician reports, etc., must be submitted within 30 days of the first class session and will be reviewed by Advanced Programs and (1) be approved in full, (2) be approved but with some penalty or (3) not be approved. Advanced Programs reserves the right to verify the documentation. Other appeals will be reviewed on a case-by-case basis. A student wishing to withdraw from a course for reasons that do not meet the criteria for a waiver request (refer to the drop policy) is responsible for full tuition. If a student leaves class or does not attend class once the course begins for reasons that do not meet the criteria for a waiver request, the student will remain enrolled and will need to request to withdraw through the professor; students will, then, receive a grade of W or F as assigned by the professor. Penalty waiver requests for courses that have begun are reviewed on a case-by-case basis and only for extreme and extenuating circumstances.