Bytes of Information
A Helpful Guide for Accessing Student Information

Table of Contents

Activate Your Student Account ........................................................................................................ 2
OU Email ........................................................................................................................................ 2
Sexual Misconduct Awareness: Title IX Training Requirement ................................................ 2
View Course Schedule, Access Syllabi, and Obtain Course Reference Numbers (CRNs)....... 2
Add Courses in OZONE ................................................................................................................. 2
Drop Courses in OZONE ............................................................................................................... 3
Pay for Courses ............................................................................................................................ 3
Order Books from OU Bookstore ................................................................................................. 4
Forward Your OU email to an Existing Email Account ............................................................... 4
Check Your Schedule, Grades, and Get an Unofficial Transcript .............................................. 4
Using Desire2Learn (D2L) .......................................................................................................... 4
Online Learning ............................................................................................................................ 5
Using Library Resources ............................................................................................................ 5
Using the OU Writing Center ...................................................................................................... 5
Site Code/Division Key ................................................................................................................. 5
OU Favorites ............................................................................................................................... 6
Activate Your Student Account

1. Go to 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.

Once you complete this process, you have successfully activated your student account. 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.

OU Email

Using Exchange - Go to exchange.ou.edu. Log in using your OUNet ID and password;
Or
Using Ozone - Go to ozone.ou.edu. Log in using your OUNet ID. Click on “Web Mail” in “Quick Links”.

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 https://onpoint.ou.edu. You will need to enter your OUNetID and password. The training can be completed in 20 minutes, and the registration hold is lifted shortly thereafter.

View Course Schedule, Access Syllabi, and Obtain Course Reference Numbers (CRNs)

1. Access the Advanced Programs website 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., Spring 2016).
4. From the drop down “Quick Links” menu, choose the desired site or program.
5. Site (course location) codes are listed in the second column (e.g. LK for Lakenheath – please see Site Code/Division Key below)
6. Click on the corresponding course number to retrieve the syllabus (e.g., HR 5003-221). Syllabi are available 10 weeks before the first day of class. You must have Adobe Reader installed on your computer. You can download Adobe Reader for free from Adobe adobe.com.
7. Write down the 5 digit Course Reference Number (Ozone CRN) for your preferred courses (e.g. 32011); you will need the CRN to enroll in courses via Ozone.

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. Re-enter your 4 + 4 and password to proceed
5. Click on “Register for Classes”
6. Select an Advanced Programs Registration Term (e.g. Summer 2016 Advanced Programs)
7. Classes can be populated by selecting either the “Find Classes” tab or “Enter CRNs tab”.
8. If “Find Classes” is selected, the subject box will be populate a list of Advanced Programs course subjects. Choose the desired subject/s and click on “Search”.
9. Find the desired course and click on “Add”
10. Click on “Submit” located in the bottom right to register for the course.
11. If “CRNs” is selected, enter the desired course reference number, which can be found on the AP website at [http://www.ou.edu/content/outreach/ap/schedules_syllabi.html](http://www.ou.edu/content/outreach/ap/schedules_syllabi.html) or as provided by your Site Director. Click on “Add to Summary”
12. Click on “Submit”.

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](http://ozone.ou.edu)
2. Click on “Academics” tab.
3. Click on “Enroll and Add/Drop” in Quick Links.
4. Re-enter your 4 + 4 and password to proceed
5. Select the Advanced Programs registration term.
6. Your classes are listed in the “Summary” panel. In the dropdown box under Action, select “Self-Service drop 100% refund” and click on “Submit”

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](http://ozone.ou.edu)
2. In Quick Links, 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: 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”.

3
Order Books from OU Bookstore

1. For textbook and course information, refer to the course schedule and syllabus on the Advanced Programs website at goou.ou.edu, “Course Schedules/Syllabi”.
2. Order Online: Go to http://www.bkstr.com/oklahomastore/home
   a. Click on “Books”.
   b. Select your program: Main Programs
   c. Select Term (e.g. Spring 2016 Advanced Programs)
   d. Select Department (e.g. HR, COMM), Course (e.g., 5003), and Section (e.g. 101) and click the “Submit” button.
   e. You will see a list of textbooks for your course.
   f. Choose New/Used, Buy/Rent, and then “Add to Cart”
   g. Click “Go to Cart” if you want to buy the books or “Select Another Course” if you want to continue shopping.
   h. After clicking “Go to Cart”, choose “replace” or “DO NOT replace.” If you choose DO NOT replace, unavailable items will be cancelled from your order and will not be shipped to you
   i. Check Your Cart for correct quantities, delete books you do not want
   j. Click “Update Cart” and then “Checkout”
3. Order by Phone: 405-325-3511 (all international phone calls should include country code); Check hours of operation on the website.

Forward Your OU email to an Existing Email Account

All official correspondence from the University of Oklahoma will be sent only to students’ ou.edu address, forwarding is not recommended because other email providers may have junk mail filters that do not accept forwards from your OU email address. This may also apply to government email providers.

1. Log in to account.ou.edu.
2. Click on “Email Information”.
3. Check the box and type in your preferred email.
4. Click “Save Changes”.

Check Your Schedule, Grades, and Get an Unofficial Transcript

1. Log in to 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”.

Using Desire2Learn (D2L)

1. Go to learn.ou.edu.
2. Log in using you OUNet ID and password
3. If your professor uses this site, syllabi, documents, drop boxes, and grades can be accessed here.
4. You can also link to D2L after logging into ozone.ou.edu; however, when using a government/military computer, you should go directly to learn.ou.edu and log in there.
5. For technical assistance, contact OU Information Technology for assistance at support.ou.edu, (405) 325 HELP.

**Online Learning**

1. Students taking Online Courses for the first time, may benefit from taking the CAS Online Orientation Course. To take the Orientation, log-in to D2L and then click on “Self Registration” at the top right corner of the page.

**Using Library Resources**

1. Go to [https://www.libraries.ou.edu/](https://www.libraries.ou.edu/) and log in using your OUNet ID and password.
2. Click “Interlibrary Loan/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, select “Resources by Subject” under Quick Links.
   b. Choose your department.

**Using the OU Writing Center**

1. Go to [http://www.ou.edu/writingcenter/](http://www.ou.edu/writingcenter/)
2. The Writing Center gives you access to Writing and Citation Guides (e.g. APA, Chicago).

**Site Code/Division Key**

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>Ansbach</td>
</tr>
<tr>
<td>AV</td>
<td>Aviano</td>
</tr>
<tr>
<td>DR</td>
<td>Directed Reading</td>
</tr>
<tr>
<td>FB</td>
<td>Fort Benning</td>
</tr>
<tr>
<td>FS</td>
<td>Fort Sill</td>
</tr>
<tr>
<td>GK</td>
<td>Geilenkirchen</td>
</tr>
<tr>
<td>HB</td>
<td>Hurlburt</td>
</tr>
<tr>
<td>HM</td>
<td>Hickam</td>
</tr>
<tr>
<td>LK</td>
<td>Lakenheath</td>
</tr>
<tr>
<td>MI</td>
<td>Mildenhall</td>
</tr>
<tr>
<td>NA</td>
<td>Naples</td>
</tr>
<tr>
<td>NL</td>
<td>Nellis</td>
</tr>
<tr>
<td>OC</td>
<td>Oklahoma City</td>
</tr>
<tr>
<td>OF</td>
<td>Offutt</td>
</tr>
<tr>
<td>OL</td>
<td>Online</td>
</tr>
<tr>
<td>OU</td>
<td>Norman</td>
</tr>
<tr>
<td>RA</td>
<td>Ramstein</td>
</tr>
<tr>
<td>RO</td>
<td>Rota</td>
</tr>
<tr>
<td>SP</td>
<td>Spangdahlem</td>
</tr>
<tr>
<td>SH</td>
<td>SHAPE</td>
</tr>
<tr>
<td>SP</td>
<td>Spangdahlem</td>
</tr>
<tr>
<td>ST</td>
<td>Stuttgart</td>
</tr>
<tr>
<td>Description</td>
<td>Web Address</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<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://cas.ou.edu/economics">http://cas.ou.edu/economics</a></td>
</tr>
<tr>
<td>Education Program Planner</td>
<td><a href="http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Masters/candidacy/ILAC.M545.Q601.SU13.pdf">http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Masters/candidacy/ILAC.M545.Q601.SU13.pdf</a></td>
</tr>
<tr>
<td>Education Website</td>
<td><a href="http://www.ou.edu/content/education/ilac/graduate/instructional-leadership--europe-ap-.html">http://www.ou.edu/content/education/ilac/graduate/instructional-leadership--europe-ap-.html</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td><a href="http://www.ou.edu/content/financialaid/aiddeadlines/advanced-programs-students.html">http://www.ou.edu/content/financialaid/aiddeadlines/advanced-programs-students.html</a></td>
</tr>
<tr>
<td>Graduate College Admission to Candidacy and other forms</td>
<td><a href="http://www.ou.edu/content/gradweb/academic_programs/masters_degree/ap.html">http://www.ou.edu/content/gradweb/academic_programs/masters_degree/ap.html</a></td>
</tr>
<tr>
<td>Human Relations Program Planner</td>
<td><a href="http://humanrelations.ou.edu/Websites/hr/images/1ProgramPlanner.pdf">http://humanrelations.ou.edu/Websites/hr/images/1ProgramPlanner.pdf</a></td>
</tr>
<tr>
<td>Human Relations Internship Packet</td>
<td><a href="http://humanrelations.ou.edu/Websites/hr/images/HR_Internship_packet.pdf">http://humanrelations.ou.edu/Websites/hr/images/HR_Internship_packet.pdf</a></td>
</tr>
<tr>
<td>Human Relations Website</td>
<td><a href="http://humanrelations.ou.edu/">http://humanrelations.ou.edu/</a></td>
</tr>
<tr>
<td>International Relations Website</td>
<td><a href="http://www.ou.edu/content/cis/mair.html">http://www.ou.edu/content/cis/mair.html</a></td>
</tr>
<tr>
<td>OU Account Administration</td>
<td><a href="https://accounts.ou.edu">https://accounts.ou.edu</a></td>
</tr>
<tr>
<td>OU Advanced Programs</td>
<td>goou.ou.edu</td>
</tr>
<tr>
<td>OU Advanced Programs Schedules and Course Syllabi</td>
<td><a href="http://www.ou.edu/content/outreach/ap/schedules_syllabi.html">http://www.ou.edu/content/outreach/ap/schedules_syllabi.html</a></td>
</tr>
<tr>
<td>OU Bookstore</td>
<td><a href="http://www.bkstr.com/oklahomastore/home">http://www.bkstr.com/oklahomastore/home</a></td>
</tr>
<tr>
<td>OU Desire to Learn</td>
<td><a href="https://learn.ou.edu">https://learn.ou.edu</a></td>
</tr>
<tr>
<td>OU E-Mail</td>
<td><a href="https://exchange.ou.edu">https://exchange.ou.edu</a></td>
</tr>
<tr>
<td>OU Library</td>
<td><a href="https://libraries.ou.edu">https://libraries.ou.edu</a></td>
</tr>
<tr>
<td>OU Information Technology Support</td>
<td><a href="http://itscnorman.ou.edu/contact/">http://itscnorman.ou.edu/contact/</a></td>
</tr>
<tr>
<td>OU Search</td>
<td><a href="http://www.ou.edu/ousearch.html">http://www.ou.edu/ousearch.html</a></td>
</tr>
<tr>
<td>Description</td>
<td>Web Address</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>--------------------------------------------------------------------</td>
</tr>
<tr>
<td>OZONE</td>
<td><a href="https://ozone.ou.edu">https://ozone.ou.edu</a></td>
</tr>
<tr>
<td>Social Work Website</td>
<td><a href="http://socialwork.ou.edu/">http://socialwork.ou.edu/</a></td>
</tr>
<tr>
<td>VA Benefits Information:</td>
<td><a href="http://www.ou.edu/content/dam/outreachcce/documents/cce_pdf_OU_Veterans_Association.pdf">http://www.ou.edu/content/dam/outreachcce/documents/cce_pdf_OU_Veterans_Association.pdf</a></td>
</tr>
</tbody>
</table>