

the
GUIDE
*navigating the
OU experience*

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The UNIVERSITY of OKLAHOMA

A photograph of President Joseph Harroz, Jr. sitting in a red leather chair in a wood-paneled office. He is wearing a white shirt and a red patterned tie, smiling at the camera. An American flag is visible in the background to the right.

a letter from **PRESIDENT HARROZ**

Dear Students and Families,

For well over a century, the University of Oklahoma has been a place of opportunity and excellence with a storied tradition of producing world-class scholars and leaders. Whether you are a freshman stepping foot on campus for the first time, a senior preparing to graduate, or somewhere in between, we are glad you're here. At OU, we are driven by our fundamental purpose – We Change Lives – in which we prepare our students for a life of success, meaning, service, and positive impact. In everything we do, we place our students and their experience first, equipping them to enter society as leaders who understand the world around them and who are motivated to make a meaningful difference.

In each step of your OU journey, afforded to you will be a wealth of resources and a dedicated community to support your growth and success. From day one, you will learn and engage with thousands of exceptional students from around the world, fostering a diverse and collaborative environment where all perspectives are welcome and respected.

As the largest research institution in the state, OU offers more than 170 academic programs and an abundance of educational resources and opportunities. OU's programs are consistently ranked among the best, and we are committed to providing our students with real-world, hands-on learning experiences.

Outside of the classroom, OU offers more than 550 student organizations, memory-making campus events, and powerhouse athletics programs. No matter your interest, there's something here for you.

More than anything, our commitment to becoming a true place of belonging for all is what makes OU so special. Although we come from different places and backgrounds, we are one family, united by the traditions we hold dear and inspired by the shared values that let us dream and achieve together.

As you begin thinking about your future and life outside of OU, whether that's one year from now or four, I encourage you to reach out to our Graduation and Persistence Support team, who can assist you as you navigate college successfully and prepare for graduation. For more information, visit ou.edu/gps, email gps@ou.edu, or call (405) 325-0841.

It is truly a privilege to have you as part of the OU Family, and we look forward to seeing the impact you will make on our campus and beyond.

Live On, University,

Joseph Harroz, Jr.
President
The University of Oklahoma

this guide was designed **TO HELP YOU:**

- Find the campus resources you need to ensure academic success and engagement in the OU community
 - Connect to faculty members, academic advisors and other university staff members who want to help you meet your goals
 - Identify important university policies and procedures
 - Affirm or clarify your decision about an academic major
 - Make sound decisions about the courses you will take each semester
 - **Graduate a Sooner!**
-

The Guide is the collective effort of many members throughout the university community curated and designed by Graduation and Persistence Support (GPS) with the support of Parent and Family Programs within Student Affairs. Focused on successfully navigating the undergraduate student experience, this resource is to support families and students - first-year students, transfer students and beyond.

GPS is committed to seeing students achieve their goal of graduating from the University of Oklahoma. The GPS team works collaboratively with other support resources across campus to promote student success.

Graduation and Persistence Support | (405) 325-0841
gps@ou.edu | ou.edu/gps

Parent and Family Programs | (405) 325-3161
studentaffairs@ou.edu | ou.edu/parents

LOOKING FOR MORE?

The online component of The Guide, link.ou.edu/theguide, will help you go more in-depth into all of the topics mentioned in this book.

OU terms

Universities use a language that is all their own. Read on to familiarize yourself with common OU terms.

Academic Advising Resource Center (AARC): The Academic Advising Resource Center is a central advising unit. The pre-law and pre-medical advisors coach students in their process for gaining admission to professional degree programs in law, medicine, dentistry, physician assistant/associate, podiatry and optometry. AARC Exploratory advisors coach students with two semesters completed at OU or transfer students who have not decided on a major or students that need help with an academic success plan to gain admission to their desired major. All professional advisors working in AARC are Academic Life Coaches and make serving students a priority. Find out more information at ou.edu/advising.

Bursar Account: Each student has a Bursar account that is billed tuition and fees for courses taken and other charges for OU services used or purchased. More details about Bursar accounts, Flat-Rate Tuition and more money matters can be found on page 29.

Canvas: Canvas is an online classroom community set up by professors. Canvas has class rosters, discussion areas, an online drop box and a grade book. A professor may use some or all of the features that Canvas offers. Log in and take some time to explore the website at canvas.ou.edu.

College Requirements: Requirements common to all undergraduates earning a degree within a particular college.

Course Reference Number (CRN): Every class has a specific CRN assigned to it. Students can type in the CRNs for the classes they wish to take at the time of enrollment to expedite the enrollment process.

Degree-Granting College (DGC): This is the "academic home" where students pursue specific degree requirements and their major work is completed. After a student has earned 24 hours, declared a major and met the entrance requirements of their degree-granting college, their records are transferred from University College to their DGC. For more details on DGCs, go to the general catalog at ou-public.courseleaf.com.

Degree Navigator: Degree Navigator is an advising and degree audit tool that allows students to track their progress toward a particular degree. Students can review progress toward degree at degree.ou.edu.



Enrollment Holds: A hold can keep a student from being able to enroll when their Enrollment Window opens. Holds can be placed on an account from numerous offices on campus. Students can check for holds by logging on to one.ou.edu.

Enrollment Window: Based on student classification or number of hours earned, beginning with graduate students and ending with freshmen, students are assigned a specific window to begin enrolling in classes for the upcoming term. In later registration periods, space in various courses may become limited. Generally, students who register as soon as the window opens have the best opportunity to obtain classes.

Flat-Rate Tuition: The rate at which full-time undergraduate students are charged for tuition and mandatory hourly fees during the fall and spring semesters. See page 31 for more info or visit ou.edu/bursar/flat-rate-tuition.

General Education Requirements (Gen Ed): Requirements common to all undergraduate students at OU. All students must fulfill these requirements to graduate. See page 22 for more details.

Global Address Book: The Global Address Book is a complete listing of OU email addresses. Students can access the Global Address Book through their OU email accounts. When writing an email, simply click on the "To" for access to the Global Address Book. Search for any student, faculty or staff member's email address by their last name and first name.

OU terms (cont.)

Grade-Point Average (GPA): The University of Oklahoma has multiple grade-point averages that are useful to know (the bolded titles below indicate how the GPA appears on a transcript).

1. The **Current Term** GPA is based on letter-graded coursework in each semester at OU.
2. The **Cumulative** GPA is calculated after each Current Term GPA and is based on all OU letter-graded coursework.
3. **Transfer Credit Accepted by Institution** is listed at the top of a transcript. **Current Term** transfer GPA is after each term of transfer work and is based on letter-graded coursework taken at other institutions of higher education and approved for college credit here at OU.
4. Transcript Totals of all GPAs appear at the bottom of the transcript. All calculations subtract any repeated courses in accordance with the Repeat Policy, remedial courses and activity courses.
 - **Total Institution** — All letter-graded course work taken at OU
 - **Total Transfer** — All letter-graded transfer coursework accepted at OU
 - **Overall** — All letter-graded OU and Transfer coursework – also known as the retention/graduation GPA

All GPAs listed above include repeated courses in accordance with the Repeat Policy. Courses that have had the Repeat Policy applied are indicated on your transcript with a hash mark to the left of the grade.

Major: Specific to the particular degree a student is pursuing, individual major requirements can be found at ou-public.courseleaf.com.

Minor: A minor is a secondary academic subject you can focus on in addition to your major. Individual minor requirements can be found at ou-public.courseleaf.com.

ONE (one.ou.edu): is OU's one-stop spot providing single sign-on, 24/7, web-based access to resources students use daily. Students can view their academic profile, courses and holds, enroll in classes, check degree progress, review transcript/grades, review financial aid offers and pay tuition and fees.

OU Daily: This student-run multimedia news organization provides daily news and entertainment information relevant to students, as well as money-saving offers from local businesses. Find papers anywhere on campus or visit oudaily.com.

OU ID Number: A nine-digit ID number assigned when a student is admitted.

OU Net ID (4X4): More commonly known as a 4x4, the OU Net ID, along with a password, will be the login for access to OU services. When an account is activated, the user creates a password of their choosing.

Registrar: The administrator on campus who directs Enrollment Services, Academic Records, diploma production, course and room scheduling, athletic certification and Veteran Student Services. More information can be found at ou.edu/registrar.

Release and Access to Student Records: Only a student's "directory information" is released without written consent. For details on directory information and to submit the form to have it withheld, go to the Office of the Registrar at ou.edu/registrar.

Resident Status: Residency is based on information provided on the admission application. For more information about residency, contact Admissions & Recruitment or visit ou.edu/admissions.



SGA: The Student Government Association (SGA) consists of the Executive Branch, the Graduate Student Senate, the Undergraduate Student Congress, the Budget Council and the Campus Activities Council. For more information on SGA, go to ou.edu/sga.

Sooner Card (The Student ID): The Sooner Card is OU's official identification card. The Sooner Card connects students to campus - granting access to many buildings, campus restaurants, student services and much more. Add the Sooner Card to a mobile device and use it anywhere the physical Sooner Card is accepted. For more information, visit ou.edu/soonercard.

Sooner Sense: Sooner Sense is a debit account attached to the Sooner Card. Money can be deposited into the account. Visit ou.edu/soonercard for more information.

Winter Session: Winter Session courses are four-week courses that take place mid-December to mid-January. They are intensive formats designed to assist students in gaining credit hours at a much quicker pace. Students can search Class Nav (classnav.ou.edu) for Session courses by choosing the semester and then Winter Session under Term Length. For more information, visit ou.edu/intrasession.

FIRST-YEAR *students*

University College | Lissa and Cy Wagner Hall | (405) 325-3521 | ou.edu/uc

The transition from high school to college requires many adjustments – leaving home, meeting new people, preparing for a more intensive study environment, learning to budget time effectively and a new level of responsibility in self-management. Founded in 1942, OU's University College provides an additional layer of support for first-year students during the challenging transition from high school to college through various offerings.

UC Student Support Courses:

- **Foundations (UCOL 1002)** – This letter-graded, two-credit-hour elective course is designed to help students thrive in the transition to college. Students learn methods to study and use time more effectively, explore major and career pathways and make vital connections with OU staff, faculty, peer mentors and campus resources through this highly engaging class. Foundations sections are limited to about 20 students each and become tight-knit communities.
- **Provost's Distinguished First-Year Student Mentoring Program (UNIV 1210)** – This program is dedicated to getting first-year students connected to faculty/professors outside of the classroom. Faculty Mentors plan consistent meetings/events to build community in their sections and check in with each student to provide support as they are making the transition into college.
- **UC Seminars (UCOL 1022)** – These 2-credit-hour elective courses provide students from all classifications with the opportunity to learn about a particular area of interest from an outstanding professor who has a unique perspective or expertise in the specific topic and is trained in supporting students through the first year.
- **Choosing a Major (UCOL 2021)** – Major and Career Coaches guide students through a thoughtful major selection process in this 1-credit-hour elective course that meets for either the first or second half of the semester.
- **Exploring Careers (UCOL 1030)** – This 1-credit-hour elective course provides students who have already selected a major and are beginning the process of exploring career options expert guidance and opportunities to engage in self-assessment, career research and create action plans to maximize their career opportunities upon graduation.

The purpose of University College is to help students successfully transition to the University of Oklahoma by establishing a space of belonging, a place for flourishing and a foundation for further academic success.

First-year students begin their academic journey in University College. Advisors who are knowledgeable about all degree programs help first-year students navigate parallel courses of study, explore specific major pathways and support the specific needs of first-year students. When students complete 24 OU credit hours and meet the entrance requirements for the degree-granting college, their degree-granting college will become their academic home. University College continues to provide support to students after their first year through tutoring, major and career coaching, engaging courses, student leadership opportunities, etc.



TRANSFER *students*

Transfer students come to the University of Oklahoma from varying schools and backgrounds – some from two-year colleges and some from four-year universities, some from small towns and some from large cities. The one common factor is that all transfer students bring experience from another educational environment. Every new student comes with uncertainty about what the OU experience is going to offer.

There are many resources to help transfer students make a successful transition to their new academic home at OU. Check out ou.edu/transfersuccess for details.

UCOL 3001 - Transfer Transitions

UCOL 3001 introduces transfer students to the academic requirements, policies and resources at the University of Oklahoma. Students will learn about academic advising, transfer credit, degree programs, campus resources, student life and methods for achieving academic success at a four-year research institution. UCOL 3001 is a one-hour, eight-week course that is letter-graded.

New Student Programs

New Student Programs ensures a seamless transition process for incoming undergraduate students, concurrently enrolled high school students and transfer students. In collaboration with departments across campus, New Student Programs welcomes new students to the OU community, connects them to resources, provides opportunities to find community among peers and equips students with tools to be successful throughout their time on campus and beyond. More information about New Student Programs can be found by visiting their website ou.edu/orientation. For additional information and resources for being a successful transfer student, please visit the OU Virtual Transfer Center at ou.edu/transfersuccess.



GRADUATION & PERSISTENCE *support (GPS)*

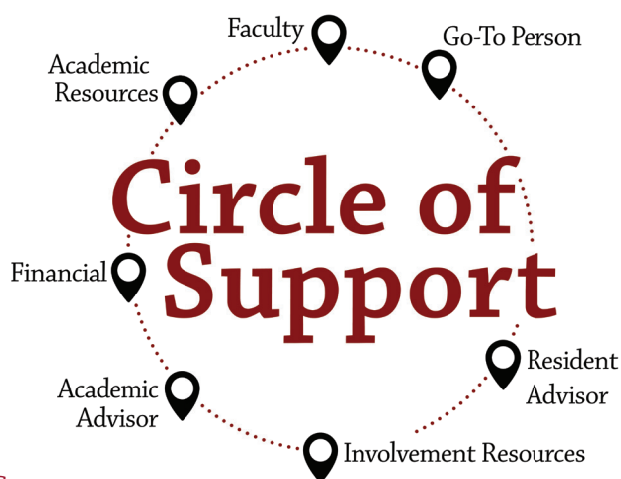
We measure our success by
the success of our students.

gps@ou.edu | ou.edu/gps
(405) 325-0841

PREPARE FOR THE ROAD AHEAD *with GPS*

Create a Circle of Support

From the moment a student begins their academic journey at OU, they have a team of people who want to help them achieve success. There are countless resources at OU (many detailed in The Guide), including faculty and staff. Ask for help when you need it! Visit ou.edu/gps for links to resources to help you succeed.



Establish Good Academic Behaviors

Just going to class is no longer enough to achieve academic success. The best students on campus go to tutoring, visit professor's office hours and are studying 20-30 hours a week. A great way to ensure success is to meet with professors to clarify assignments, ask questions and get feedback on tests or papers.

Map Out a Degree Path

Once you have found the right major and career for you, your academic advisor will assist you in making a plan for your time at OU. Make sure you know the requirements of your degree plan and are enrolling in enough hours each semester. There are also other options beyond the traditional fall and spring semesters to catch up, stay on track or get ahead.

Engage With the University

Your OU experience is about more than just academics. On campus we have 500+ organizations that are available to join, numerous research opportunities with various professors and a network of alumni wanting to network with you. Make sure to check out OU's Engage platform to see all of your options at ou.edu/engage.

Bounce Back When Times Are Tough

While college is a lot of fun, from time-to-time students will experience some failures and roadblocks. That's completely normal! It's also important to make sure that students are taking care of their physical and mental health during challenges. We want to help you grow into the best version of yourself. Remember you can always lean on your Circle of Support for help.

how to **GRADUATE OU**

The Importance of Earning a Degree From the University of Oklahoma

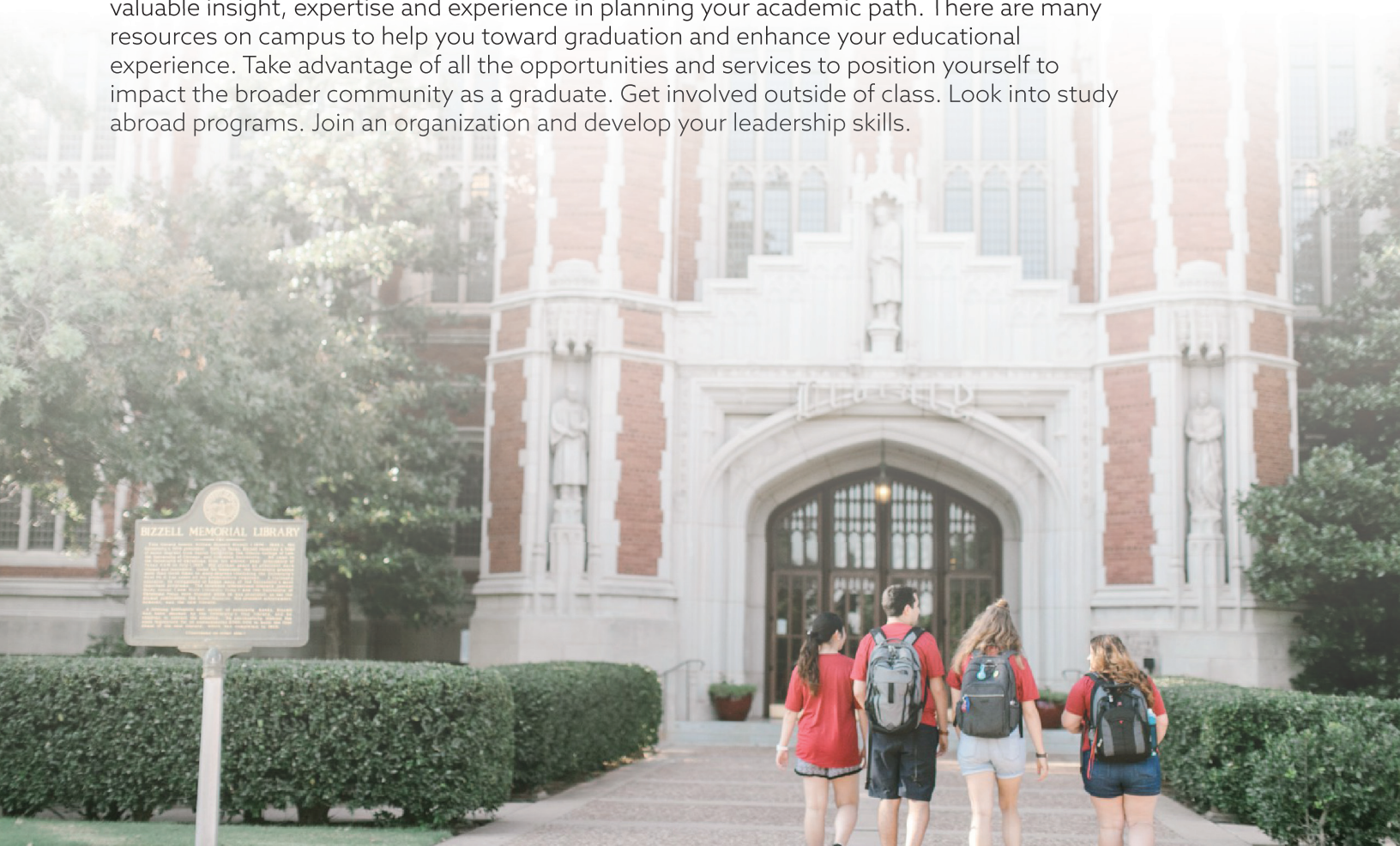
We believe earning an OU degree has an immensely positive impact on the lives of our students. A University of Oklahoma degree not only expands the opportunities for personal earning potential of our graduates, but it also prepares them to enhance the quality of life in their community, state, nation and the global marketplace.

Even in uncertain economic times, investing in your OU degree yields an extremely strong return on investment. The Chronicle of Higher Education estimates the earnings gap between those who have earned a bachelor's degree and work full time in comparison to their peers with a high school diploma to be \$32,000 per year or nearly \$1.4 million over one's lifetime. In an ever-changing world, OU also instills in its students the critical-thinking skills and ability to learn for a lifetime allowing them to pivot, flex and adjust in response.

Begin With the End in Mind

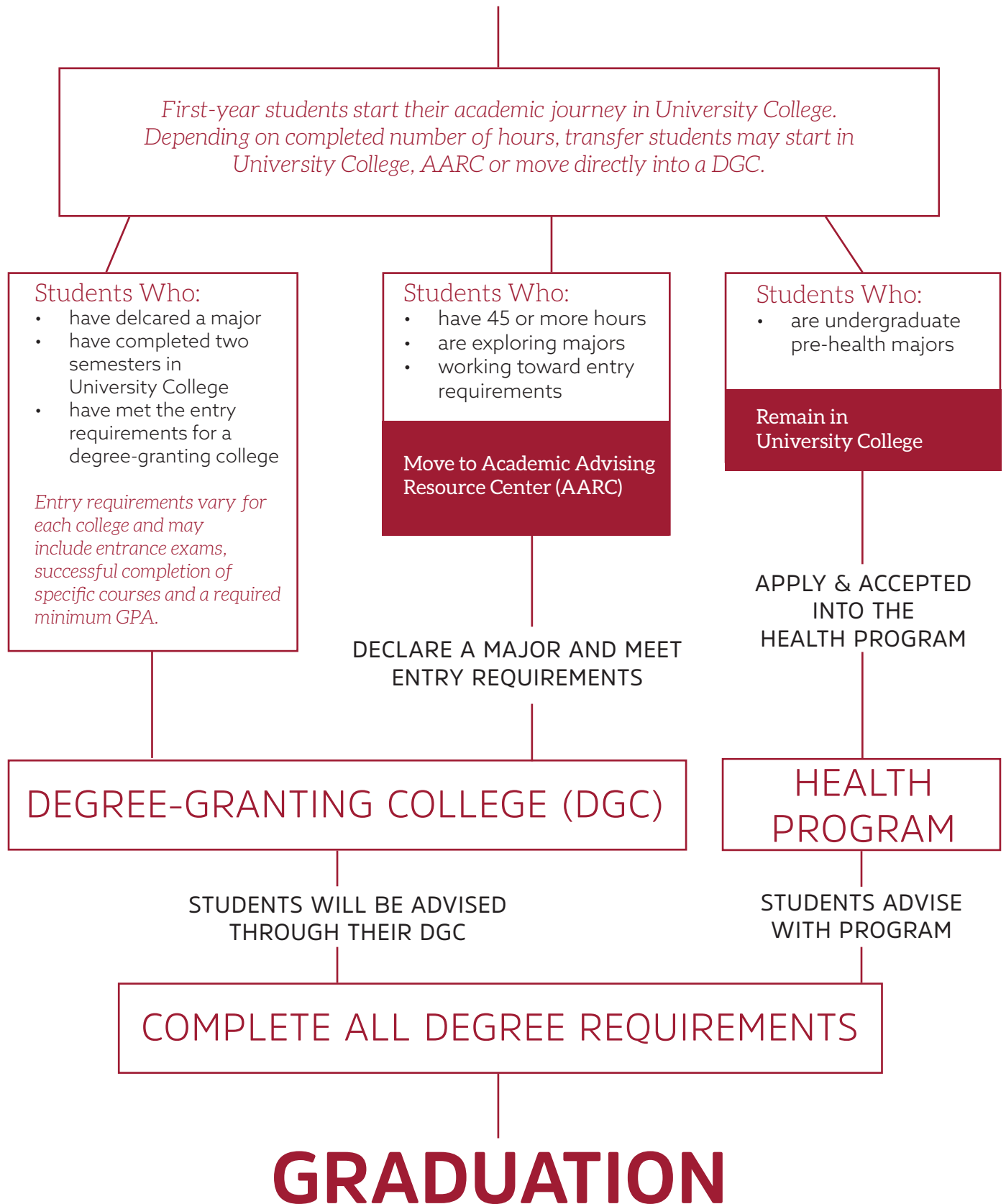
As you start your OU journey, whether as a first-year student or further along in your academic career, take time to chart a course for your future. It is not too early to begin planning for graduation. Think seriously about your major and the type of courses you want to take. Don't be afraid of trying something new. Use your General Education courses to explore fields of study you haven't considered before.

Planning for graduation is not a passive activity. Discuss your goals and desires with faculty and staff here at OU. You are surrounded by caring professionals who can offer valuable insight, expertise and experience in planning your academic path. There are many resources on campus to help you toward graduation and enhance your educational experience. Take advantage of all the opportunities and services to position yourself to impact the broader community as a graduate. Get involved outside of class. Look into study abroad programs. Join an organization and develop your leadership skills.



pathway to degree completion

ADMITTED TO OU



creating a **DEGREE PLAN**

Finding the career field that is right for you early in your college career can help you graduate from OU! The University of Oklahoma offers a variety of ways to help students be successful in choosing a major and planning for their futures.

Looking Ahead

The best way to reach a goal is to make a great plan! Mapping a degree path is an important task for every student. Students should consult with their academic advisors to create a plan for degree completion and to monitor it regularly. Consideration of opportunities, such as Study Abroad, internships and undergraduate research, is important when constructing a plan.

Each degree plan at OU has a corresponding check sheet outlining requirements to complete the degree. In addition, thoughtfully constructed semester-by-semester plans are included on the degree check sheets to help guide students in course selection in a four or five-year timeframe, depending on the requirements.

Choosing a Major

Finding and declaring a major should be a thoughtful process. There are many resources available to help students choose a major and/or minor, including taking assessments, meeting with a major and career exploration expert to review assessment results and discuss options and even meeting with an academic advisor to create your own degree program.

General Info on Majors: Find comprehensive information about every major, including a program description, degree options, common interests and skills, as well as notable achievements. ou.edu/admissions/academics.

The Center for Major and Career Exploration: The Center for Major and Career Exploration serves as the university's central unit in assisting students gain academic clarity about their major and/or initial career options. See page 35 for more information.

Career Center: OU Career Center has a wide variety of resources to help you choose a major or career. Students can talk to a Career Coach about how to translate OU coursework to a career path. By visiting their website you can learn more about where certain majors might lead, complete self-assessments, research career fields and much more! ou.edu/career

MyMajors: Take a free assessment to find out interests, strengths and passions and MyMajors will provide students with a list of best fit majors to choose from at OU. ou.mymajors.com.

SuperStrong Assessment: Take the SuperStrong assessment to help you understand where your interests intersect with potential major and career pathways.

OU Course Catalog: Review current majors in the Academic Majors – Undergraduate and Graduate section of the OU catalog. Explore the list and write down any majors that sound interesting to you. ou-public.courseleaf.com.



DID YOU KNOW?

- *OU offers more than 170 academic programs*
 - *75% of students change their major at least once*
 - *50% of students change their major in the first year of college*
 - *The average college student changes their major 2 - 3 times during their academic career*
-

Meeting with an Advisor

Students meet with their academic advisors to create a plan for graduation. Advisors are experts in degree program requirements and can provide valuable advice and information about getting the most out of an OU experience. Most students have access to scheduling advisement appointments through iAdvise.ou.edu. Find out more about Academic Advising at OU by visiting ou.edu/advising hosted by the Academic Advising Resource Center.

Adding a Minor

A minor is coursework in a second field of study. It can be closely related to the major to serve as a support area, or it can be unrelated to the major choice. A minor is not a degree and cannot be earned without the successful completion of a degree. Some minors are open to all students and some are only available to members of certain colleges.

Most minors at the University of Oklahoma require 18 - 24 hours of coursework; each college sets particular parameters on which students may pursue minors within the college and which courses can be counted toward fulfilling minor requirements.

Still Undecided? It's OK!

The path toward major and career exploration is unique to each person, and can be influenced by their individual values, interests and skills. If you are still struggling to pick a major or decided on what might be your future career path, it is perfectly normal. Although picking a major early is important, we would never want a student to feel pressured to make a decision before they are ready. Find what feels right and ask for help. There are many staff that can assist with this decision, you are not on your own.

ANTICIPATE *the journey*

Students can use the guide below to anticipate opportunities, stressors and roadblocks that arise each semester. The following should be followed first through senior year.

FALL SEMESTER/SPRING SEMESTER

AUGUST/JANUARY

Check Your Schedule

Review your class schedule and locations before the first day of school. You can check each course syllabus on canvas.ou.edu for required items and textbooks.

Make Schedule Changes

If you need to change your schedule, you may add courses through the end of the first week of classes and drop courses (with a 100% refund) through the end of the second week (refer to the Academic Calendar at ou.edu/registrar for specific dates).

Review Your Plan to Pay for School

If you plan to make monthly payments to your Bursar account, the first payment installment is due this month and September/February 25 is the last day to pay the full bill without service charges (see page 29). If you decide to pay in full, your balance must be paid this month. Need to make a plan? Connect with your MoneyCoach by scheduling an appointment at iadvise.ou.edu.

Check if Financial Aid Has Been Applied to Your Account

Review the Financial Aid checklist starting on page 25. Accept, reduce or decline your aid on one.ou.edu. Financial Aid for the semester is typically applied to your account during the week before classes begin.

Make Connections

Early in the semester is a great time to get involved and see what organizations are doing over the next few months! Check out their Engage page or follow them on social media to stay up to date.

SEPTEMBER/FEBRUARY

Find Your Groove

As the semester starts to pick up, make sure you are finding a routine that works for you. It might be a good idea to plan out specific times for class, studying, outside responsibilities, jobs, health and fun.

Work the Network

College courses might be different than you expected and can be difficult. OU offers a variety of academic resources to assist you in your academics. Check out resources starting on page 32.

If you run into significant roadblocks or need help connecting to these resources, contact the Compass Network at link.ou.edu/compass.

Prepare for the Upcoming Semester

Schedule an appointment with your academic advisor on iadvise.ou.edu. Discuss any concerns about your current classes as well as the courses you plan to take during the upcoming semester. Review what to do before, during and after your appointment on page 19. Don't forget to write down the day and time of your Enrollment Window.

OCTOBER/MARCH

Do an Emotional Wellness Check

Are you feeling overwhelmed, anxious or depressed? You are not alone, these are very common feelings for college students. Visit ou.edu/ucc for just-in-time resources or to make an appointment with a Goddard counselor.

Find Funding for Next Year

In October, fill out the FAFSA (fafsa.gov) and the Centralized Academic Scholarship Hub (CASH) application on ou.edu/cash to apply for federal aid and scholarships. CASH opens Oct. 1 and closes Feb. 1. By March, you should have a financial plan in place for next year. Contact your MoneyCoach or the Student Financial Center if you have any questions.

Check Your Midterm Grades

Midterm grades are posted on one.ou.edu. If you are struggling in a class, contact your academic advisor. If you think you might need to drop a course, the last day to take a W is in the 12th week of the fall and spring semesters.

NOVEMBER/APRIL

Enroll

It's time to enroll for the upcoming semester! Be sure to clear any holds that might be on your One account that could impact your ability to enroll. If a course you need is full, remember that many classes have a waitlist available.

Make Sure You Know When Your Final Exams Are Taking Place

Look at your course syllabi or on one.ou.edu to find out the days and times. Read about the Final Exam policy on page 48.

Pay Off Your Bursar Account

If you still have a balance you most likely have a hold on your account, which may impact other university business. If you have general questions about your account, contact the Student Financial Center at (405) 325-9000. If you need help making a financial plan, schedule an appointment with your MoneyCoach at iadvise.ou.edu.

DECEMBER/MAY

Check Your Grades on one.ou.edu

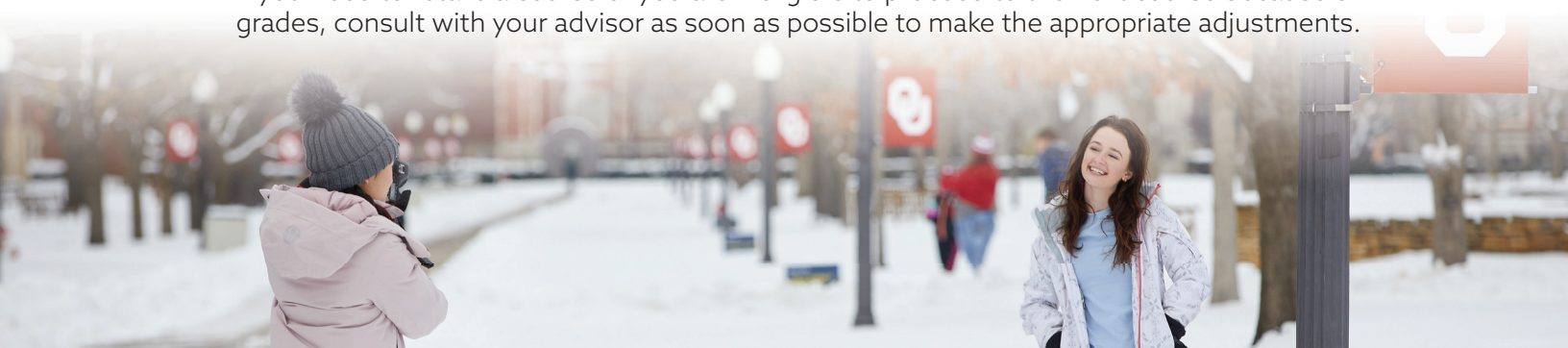
Remember that your grades are not a reflection of who you are. If this semester went well, congratulations! If this semester didn't go as you had planned, reflect on your challenges and try again next semester.

Repeating a Course

If you need to retake a course or you are ineligible to proceed to the next course because of grades, consult with your advisor as soon as possible to make the appropriate adjustments.

SOONERS HELPING SOONERS

Sooners Helping Sooners raises money for current Norman, HSC and Tulsa campus students facing extenuating financial circumstances beyond their control.



academic ADVISING

Academic advising is one of the key components in reaching the goal of graduation. An academic advisor is someone who:

- Creates a non-judgmental, safe and welcoming environment based on respect and confidentiality.
- Understands and explains university policies, procedures, resources and degree requirements.
- Encourages and supports success throughout the OU experience.
- Guides students regarding decisions about major and academic journey.
- Responds in a timely and professional manner.
- Welcomes any and all questions.

DID YOU KNOW?

At OU, all students are required to meet with their assigned academic advisor prior to enrolling.

First-year, direct-from-high-school students are a part of University College for two semesters and advised through one of the First-Year Advising Centers.

Students who have been accepted into their degree-granting college will meet with their college-level academic advisor. Those students who have not yet declared a major or been accepted into a degree-granting college will be advised through the Academic Advising Resource Center.

OU uses iAdvise at iadvise.ou.edu to schedule advising appointments. The system will take students directly into their academic advisor's schedule to book an appointment.

The AARC can help if you have any questions about your academic advisor assignment and much more. Contact the AARC by email at advising@ou.edu (include your ID number in your email) or call (405) 325-1596.

To find more information about advising at OU go to: ou.edu/advising





prepare for your **ADVISING APPOINTMENT**

Before Your Appointment

- Make an advising appointment early in the semester at iadvise.ou.edu.
- Log in to one.ou.edu and review the information available under the Academics tab.
- Check to see when you enroll on the Academics—Enrollment tab on one.ou.edu.
- Review degree requirements and suggested semester plans at ou-public.courseleaf.com.
- Find out about possible classes by using classnav.ou.edu.
- Finish 15! Plan on taking and completing 15 hours per semester or 30 hours a year, including Winter Session and the Summer Semester.

During Your Appointment

- Review major and minor options with your advisor.
- Talk about your four-year graduation plan.
- Discuss ways to enhance your OU experience. Learn about internships, study abroad programs, scholarships and maximizing your degree by graduating with honors or distinction.
- Ask about any course overrides or special permissions.
- Keep all the documents from your advising appointment.

After Your Appointment

- PLAN AHEAD and create possible schedules using one.ou.edu and classnav.ou.edu.
- ENROLL on one.ou.edu.
- Make sure you receive a confirmation email from one.ou.edu the day after you enroll. If you do not receive an email, you did not complete your enrollment transaction.
- After you have processed your enrollment, print or take a screenshot of your course schedule.
- If you need to change your schedule, go to one.ou.edu. Make sure you are keeping to the academic plan made with your advisor when making any updates to your courses.

If you need to retake a course or are ineligible to proceed to the next course because of grades, consult your advisor AS SOON AS POSSIBLE to make the appropriate adjustments.

ENROLLMENT *checklist*

☐ STEP 1: *Know When to Enroll*

Check out your Enrollment Window on the Academics page on one.ou.edu. Mark your calendar with the day and time that your enrollment window opens.

☐ STEP 2: *Check for Holds*

Holds may keep you from enrolling during your Enrollment Window or impact other processes. Any Holds on your account will be listed at the top menu bar on one.ou.edu.

☐ STEP 3: *Be Advised!*

Schedule an advising appointment at iadvise.ou.edu. You must have a completed Advising Worksheet on file before you will be cleared to enroll. Following your advising appointment, check your Advising Status through one.ou.edu. If any Course Overrides or Special Permissions are required for any of your courses, be sure to clarify with your advisor how to obtain these.

☐ STEP 4: *Build a Plan*

Use the Plan Ahead link to create up to five different class schedules. Use the Advance Search to refine your search and to search for Gen Ed Course offerings. The Class Details link provides additional information about a course, including prerequisite and corequisite details.

☐ STEP 5: *Register for Classes*

You can use your saved plans to enroll in your classes. The first time you enroll at OU, you will be asked to accept or decline a statement of your financial responsibility as a student registered in OU classes. If you decline to accept the student financial responsibilities, you will not be able to proceed with the enrollment and registration process.

☐ STEP 6: *Working the Waitlist*

If you are unable to enroll in a course because it is full and the course has a waitlist, you can put your name on the list. A waitlisted seat doesn't guarantee a spot in the course but increases your chances significantly.

☐ STEP 7: *Confirm Registration*

Make sure you receive an email confirmation from Enrollment Services the next day following each registration transaction. If you do not receive an email, your transaction was not processed. It is then your responsibility to contact Enrollment Services immediately for assistance. Please keep all emails regarding registration until you receive your Bursar's statement at the beginning of the semester.

Stay on track and in touch with OU with texts from the Office of the Registrar. Opting in means important information — like details regarding registration, enrollment and more — is shared straight to your phone. Visit link.ou.edu/enrollment-comm

Enrollment Services | 230 Buchanan Hall | (405) 325-4147
enroll@ou.edu | ou.edu/registrar

how to ENROLL

The actual enrollment process can be confusing whether a student is enrolling for the first time or has used the system for years. Visit link.ou.edu/theguide for helpful screenshots of the enrollment process and details on:

- Enrollment Window and Registration Status
- Enrollment Holds
- Building a Plan
- Class Details
- Register for Classes
- Variable Credit Hours
- Working the Waitlist
- Registration Add Errors

DID YOU KNOW?

Term and semester are used interchangeably at OU.

CLASS NAV

With classnav.ou.edu, students can browse all courses at OU.

Search by:

- Semester (Fall, Spring, Summer)
- General Education type
- Subject
- Delivery Method (blended, online, video conference, traditional)
- Term Length (Winter Session, First or Second Half of Term)

View:

- Courses with waitlists
- Courses with seats still available

Click on the “+” to see:

- Class description
- General Education type
- Delivery method
- Meeting day, time and location
- Final Exam day, time and location



general EDUCATION

An OU education is more than training for a job, more than developing skills, more than specializing in a major. At OU, we develop global citizens who make an extraordinary impact on the world around us. Inspiration comes from the breadth of exploration from unexpected places. We are explorers of culture and inquisitors of history, investigating the facts, questioning the truth and inventing a new future. We are creators of beauty, discoverers of meaning and purpose. Students at the University of Oklahoma gain a new insight into themselves and the world around them. Gen Ed classes are the foundation.

General Education is at the heart of OU's mission. The university's curriculum is designed to ensure that OU graduates have breadth and depth — the fundamental knowledge and skills they need to flourish as individuals and as citizens. General Education builds citizens through a series of courses aimed at broadening students' knowledge and experience of the world. The Gen Ed program creates a deeply enriching base for your college education.

REQUIREMENTS:

Symbolic and Oral Communication



English Composition



Language



Mathematics



Other Communication Courses

Natural Science



Natural Science

Arts & Humanities



Artistic Forms



Western Culture



World Culture

Social Science



Political Science



Additional Social Science

First-Year Experience



First-Year Experience

Many colleges and departments have additional requirements and/or specify particular General Education courses. Refer to degree check sheets and consult with your college advisor to determine the specific General Education requirements for your degree program. Students must take at least one upper-division General Education-approved course outside the student's major. Use the GenEd Planner to confirm a course meets specific degree requirements at ou.edu/gened/courses.

SUMMER semester

The summer semester at the University of Oklahoma provides students with a unique opportunity to get ahead, stay on track or catch up while still enjoying some downtime.

Students may enroll in up to nine hours of summer courses (course restrictions may apply) to help ease the fall and spring semester course load. Many are able to get into that “always full” required course during the summer semester, while others appreciate being able to singularly focus on a difficult subject. Students also can choose to pursue special topics during the summer — like Study Abroad, intensive study and practicum experiences — that may not easily fit into fall or spring course schedules. Most summer classes held on campus are small, allowing students and faculty to enjoy more informal interactions in a relaxed environment. In addition, during the summer months, all students may live on campus, where friendships are formed, programming and activities are provided, and easy parking is available.

Understanding that students look forward to a slower pace during summertime, OU’s intensive accelerated summer course schedule allows you to earn quick credit hours while providing ample time for enjoying summer downtime and fun.

Taking just one class every summer allows many students to graduate one semester sooner than planned!

START ENROLLING FOR SUMMER IN NOVEMBER

Summer Semester | ou.edu/summer



STAYING THE COURSE

or dropping a class

Whether encountering unexpected life circumstances or simply taking one too many difficult courses, there may come a time when a student needs to drop a class.

The following questions are intended to help a student through the decision-making process of keeping or dropping a course. Please refer to the Academic Calendar at ou.edu/registrar for specific drop deadlines.

CONSIDER THESE QUESTIONS AND SEEK INPUT FROM AN ACADEMIC ADVISOR

Step 1: Gather Information

- What is my current situation in the class?
- What grade have I earned at this point?
- How much time and effort have I put into the course?
- How much of the final grade is yet to be determined?
- What do I need to do to improve my situation?
- What does the professor recommend?
- How much more time/effort do I need to invest?
- How well do I need to do on future tests/papers?
- Are there external factors beyond my control (i.e., chronic illness or serious injury)?

DID YOU KNOW?

If students drop a course after the second week of classes in the fall or spring semester they still pay for the course in full.

Step 2: Reality Check

- What are my chances of passing the class?
- Am I willing to put in the necessary effort?
- Will I meet the minimum requirements to maintain financial aid and scholarships? *Discuss this with your MoneyCoach (405-325-4692) or the Student Financial Center (405-325-9000). For more information, visit ou.edu/sfc/financial-aid/eligibility.*
- Will dropping below 12 credit hours affect medical coverage, housing or insurance?
- How will this impact my graduation plan?

Step 3: Consider the Consequences of These Options

- What are the consequences of earning a "D" or "F" grade in the class?
- How would the Repeat Policy (page 49) make a difference in my GPA?
- Is this course a prerequisite for something else I need to take?
- Is a "C" required to satisfy the prerequisite requirement?
- Is my foundation strong enough to do well in the next course?
- How will my performance in other classes be impacted if I invest additional time and energy in this course?
- What are the consequences of having a "W" on my transcript?
- If I drop the class, will I have trouble making up the credits? *It takes a minimum of 30 credit hours per year to graduate on time.*
- Is it worth using up one of my Five Career Drops (page 47)?

STUDENT FINANCIAL center

Buchanan Hall | ou.edu/sfc | (405) 325-9000

The OU Student Financial Center focuses on eliminating unnecessary barriers to college access and completion. Our goal is to simplify the financial aid process as much as possible, and to make sure students are always engaged and aware of the next step. Our office allows us to reach students earlier and more efficiently, freeing up time for our Student Service Experts and MoneyCoaches to have important conversations with students about their individual situations and what needs to be done to help them persist and succeed.

Paying for College

Creating a plan to pay for your college education is an important step to creating success. We understand that you and your family have been planning your whole life for your college career, and many families need help “filling in the gap” between what they can afford and the resources needed to help pay the cost of attendance. Your future earnings potential as a University of Oklahoma college graduate is well worth the investment you make today in obtaining your degree, and it is OU’s highest priority and commitment to assist you with your financial needs.

Action Items to Pay for College

- ☐ **Apply for Financial Aid using the Free Application for Federal Student Aid at fafsa.gov.**
All students and families who attend OU should complete the FAFSA. Completing the FAFSA is the first step in doing your part to match OU’s commitment to you that we will utilize all our experience, as well as all our academic services and financial resources, internal and external, to help you earn your OU degree.
- ☐ **Watch OU email, answer phone calls and check one.ou.edu for important messages and updates.**
If you need to sign or submit additional paperwork in order to receive your Financial Aid, or if your Financial Aid offer changes, we will contact you through your OU email or the Financial Aid section of your One account.

To view your financial aid status or check Financial Aid offers and missing information, log into one.ou.edu and click on the Financial tab.

It is critical that your address and phone information be up-to-date. To set up your OU email account for one.ou.edu access and make changes to your contact information, go to account.ou.edu.

STAY ON TRACK AND IN TOUCH WITH OU BY OPTING INTO TEXTING FROM THE STUDENT FINANCIAL CENTER.

Opting in means important information — like details regarding scholarships, financial aid and more — is shared straight to your phone. And don’t worry about receiving irrelevant messages. You can update your preferences or unsubscribe from notifications at any time. Visit link.ou.edu/enrollment-comm



Direct Costs:

These costs include an estimation of your tuition, fees and books. It also includes an estimation of living expenses for on-campus housing and food. You will pay for tuition, fees and on-campus housing directly to the Bursar.

Indirect Costs:

These are expenses that the federal government allows colleges to add to the Cost of Attendance so students can seek financial aid to assist in covering them. These costs include items like transportation and other personal expenses.

- ☐ **Compare your Financial Aid offer with your estimated cost of attendance.**
Your Financial Aid package is based on your expected family contribution. Your EFC is calculated using the information you submit in your FAFSA. Estimated costs are based on an average and could be higher or lower depending on the courses you choose. There are two types of costs included in your Estimated Cost of Attendance – see box above for details.
- ☐ **Develop a plan to pay for college.**
All entering students should complete a Financial Success Plan before their initial New Sooner Orientation Day. The purpose of the Financial Success Plan is to assist you in developing a plan to pay for college. The Financial Success Plan helps to identify additional resources to cover any funding gap that may exist between your Estimated Cost of Attendance and Financial Aid offers. The Financial Success Plan can be found at one.ou.edu/financial/success-plan.
- ☐ **Meet with your MoneyCoach.**
OU MoneyCoaches (ou.edu/moneycoach) partner with you to develop a plan to fund your college degree. Your MoneyCoach is available to meet with you and your family to introduce you to the many financial opportunities we offer and help outline your financial plan for college. Your personal MoneyCoach will serve as your financial advisor throughout your time at OU and will be there to celebrate with you as you earn your OU degree.
- ☐ **Accept, reduce or decline your Financial Aid offers on one.ou.edu.**
To review offers and accept or decline loans:
 1. Log into one.ou.edu/financial/financial-aid
 2. Review your offers
 3. Accept, reduce or decline loans
- ☐ **Follow up with additional requirements for accepted student loans.**
If you accept student loans, you will have additional action items to complete online. For Federal Direct Loans, go to studentaid.gov to complete the following steps:
 1. Complete the Entrance Counseling
 2. Electronically sign and complete the Master Promissory Note

Questions? Student Financial Center
Buchanan Hall | ou.edu/sfc | (405) 325-9000

TYPES OF FINANCIAL AID

There are many types of student financial aid to assist students in managing the cost of college. The following are some general definitions and sources of aid.

Scholarships

Awarded to students, traditionally, on a basis of either financial need or academic performance. Most scholarship opportunities are offered through the Centralized Academic Scholarship Hub, for continuing students, which opens in October and closes in February each academic year. Visit ou.edu/sfc/scholarships to find more information on opportunities available!

Grants

Awards can include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant and Oklahoma Tuition Aid Grant. These are need-based and do not have to be repaid. Eligibility is determined from the results of the FAFSA. All three grant programs are available for undergraduate students only.

Federal Direct Loans

Subsidized loans do not accrue interest as long as you are a student enrolled at least half-time. Unsubsidized loans do accrue interest while enrolled. Interest may be paid while you are in school or it can be capitalized. Repayment begins six months after you leave school or drop below half-time enrollment.

Private Loans

These are credit-based loans offered to the student by banks/private lenders. Terms are typically less favorable than federal student loan options and the student will usually need a cosigner. For more information: ou.edu/sfc/financial-aid/types/loans/private-education-loans.

Federal Work Study

The Federal Work Study program allows eligible students to obtain funding through work on campus. Participants must obtain work study specific employment and will receive a biweekly paycheck that can be used toward educational expenses. Contact the SFC to see if you are eligible for this program. ou.edu/sfc/financial-aid/types/federal-work-study

OU Institutional Loans

OU administers several institutional loan funds, which are available to students in addition to the Federal Direct Loans to help meet college costs. The loan requires a creditworthy cosigner who earns at least \$35,000 a year. Application available: ou.edu/sfc/financial-aid/types/loans/institutional-loans.

Federal Direct Parent Plus Loans

PLUS loans allow parents of undergraduate students to borrow up to the full cost of their student's tuition and educational expenses, minus any aid the student may have received. PLUS loans are not based on need. Parents should apply at: studentaid.gov.

MONEYCOACH

Couch Center 2 West | ou.edu/moneycoach | (405) 325-9000 | moneycoach@ou.edu

The MoneyCoach Program assists students with personalized, effective financial planning, coaching and financial education strategies to help ensure healthy lifelong financial behaviors, continuous enrollment and ultimately, graduation. A MoneyCoach is available to all students and can help them navigate the process of paying for college.

STAY ON TRACK AND IN TOUCH WITH OU BY OPTING INTO TEXTING FROM THE MONEYCOACH PROGRAM!

Opting in means important information — like details regarding MC workshops, scholarships, financial aid, and more — is shared straight to your phone. Visit link.ou.edu/enrollment-comm

Financial Aid Satisfactory Academic Progress (SAP)

To be eligible for financial aid, federal regulations require that students must make satisfactory academic progress toward their degree at the University of Oklahoma. Students who fail to maintain minimum standards for GPA or fail to complete classes may lose their eligibility for all types of state, federal and university aid administered by Financial Aid Services. SAP is evaluated at the end of each semester. For more details go to ou.edu/sfc/financial-aid and click on Eligibility.

SCHOLARSHIPS

ou.edu/sfc/scholarships | scholarships@ou.edu

CASH (Centralized Academic Scholarship Hub)

Degree-seeking students who are currently enrolled may pursue scholarship opportunities through the Centralized Academic Scholarship Hub. This system incorporates scholarship applications from many different organizations and for many different purposes: financial need, academic performance, study abroad, college-level, departmental, research, campus awards, etc. Students can take advantage of these scholarship opportunities by completing their CASH Application, which is open October through February each academic year. Access to CASH, and more information, can be found by visiting ou.edu/CASH.

Work Assistance Tuition Waiver

The Work Assistance Tuition Waiver is designed to assist current Norman campus undergraduate students who work 25-plus hours per week during the academic year. The intent of the tuition waiver is to help these students with their finances so that they are able to work fewer hours during the semester and focus more time and energy on their studies.

Students can apply for the fall and/or spring Work Assistance Tuition Waiver by visiting ou.edu/sfc/scholarships.

After receiving the tuition waiver, students must meet the following requirements to maintain eligibility:

- Enroll and successfully complete at least 15 hours each semester, fall and spring, at the University of Oklahoma.
- Achieve at least a 2.0 GPA each fall and spring semester.
- Provide two consecutive paystubs to verify continued work of a minimum of 10 hours per week.

DID YOU KNOW?

If students would like to work while earning a degree, there are many on-campus jobs that are both financially and personally rewarding. On-campus jobs provide excellent ways to work around class schedules and build up a resume.

Visit jobs.ou.edu to explore opportunities.

STUDENT BURSAR account

What Is Charged and Paid Through a Student's Bursar Account?

The charges that you will see on your Bursar account are tuition, fees, room and board (if you are living in university housing). Other miscellaneous fees charged through a Bursar account include athletics tickets, parking permits, health service charges, printing charges, parking citations, etc.

You are able to view these charges on your student account at one.ou.edu. Payment is necessary any time there are charges on your Bursar account. A financial statement with your Bursar balance will be sent to your OU email account at the beginning of each month alerting you if a payment is due.

Is It Possible to Make Payments Throughout the Semester?

Yes! The University of Oklahoma provides a payment plan option to help students and their families budget costs. The Payment Plan is in effect for fall, spring and summer. Payments are due on the 25th of each month; a 1.5% service fee on the remaining balance is assessed on the 26th. As long as the minimum payments are met, the account will stay in current and good standing status with no holds. To opt-in to the payment plan, simply pay the percentages listed below by the designated deadlines.

PAY THIS % OF THE REMAINING BALANCE	25%				33%				50%				100%			
FALL TERM	Aug. 25	Sept. 25	Oct. 25	Nov. 25												
SPRING TERM	Jan. 25	Feb. 25	Mar. 25	April 25												
SUMMER TERM			June 25	July 25												

IMPORTANT PAYMENT DATES

Fall Term

Mid July	Tuition and fees assessed for fall
Aug. 1	First fall billing statement (a billing statement will be created each month if a balance is owed)
Mid Aug.	Early disbursement of financial aid, waivers and scholarships
Aug. 25	First payment installment due
Sept. 25	Last day to pay without service charges
Nov. 25	Last day of fall payment period

Spring Term

Early Jan.	Tuition and fees assessed for spring
Early Jan.	First spring billing statement (a billing statement will be created each month if a balance is owed)
Early Jan.	Early disbursement of financial aid, waivers and scholarships
Jan. 25	First payment installment due
Feb. 25	Last day to pay without service charges
April 25	Last day of spring payment period





How Do I Access, Review and Pay on My Student Account?

If your loans, scholarships and grants do not cover your entire account balance, you owe the difference.

Payments can be made 24/7 though one.ou.edu by clicking on the Financial tab. Use your bank account information to set up an eCheck profile, which you can use to initiate transfers from your personal checking or savings account. These payments apply almost instantly, and for no additional fee. Credit and debit card payments are also accepted online (2.95% convenience fee).

Personal checks, cashier's checks, money orders or scholarship checks can be brought to the first-floor Buchanan Hall dropbox near the Student Financial Center. Payments by check can also be mailed to Student Financial Center, 1000 Asp Ave., Room 105, Norman, OK 73019.

Authorized Users can make online payments through their login, located at ou.edu/bursar/bill_pay.

How Do I Allow Others Access to View and Pay My Bill?

You may allow **Authorized Users** access to your financial account to make payments and access financial documents, including statements and the 1098-T tax form. Simply add their email address to start the process. Once an Authorized User profile is created, they will receive monthly statements alerting them that there is a balance due. You can authorize family members or others to pay on your account by following these steps:

1. Log into one.ou.edu
2. Click the Financial tab
3. Select the Add Authorized Users link
4. Enter the appropriate email address
5. Select appropriate permission
6. Click Continue

Emails with login information will immediately be sent to the requested Authorized User. Once they set up their own password, they can view their student's account through ou.edu/bursar/bill_pay.

STUDENT BURSAR account (cont.)

How Can I Use My Federal Aid to Pay for Charges Other Than Tuition, Fees and Housing?

A **Title IV** authorization must be completed for federal aid to pay any charges other than tuition, fees and housing. These charges might include athletics tickets, parking permits, health service charges, printing charges, parking citations, etc. Without your authorization, miscellaneous charges like these will be left unpaid and can create holds and service charges. You will receive a monthly statement alerting you to any charges that have been left unpaid.

1. Log into one.ou.edu
2. Click on the Financial tab
3. Click the Complete Title IV Authorization option

What Happens If the Amount I Receive in Aid Exceeds the Amount I Owe?

If the total amount of your financial aid and scholarships is more than your total amount owed, you will receive the difference either electronically direct to the bank account of your choosing (eRefund) or by check (mailed only). eRefunds are processed up to a week prior to courses starting, and daily throughout the semester. Set up your eRefund profile now by following the steps below:

1. Log into one.ou.edu
2. Click the Financial tab
3. Click the Set Up eRefund action link on the right
4. Enter your bank account information

REMINDER: To ensure all Bursar charges are paid before receiving a refund, you must complete the Title IV authorization.

BURSAR ACTION STEPS

- Give others access to receive statements and pay your account
 - Complete a Title IV authorization form (if necessary)
 - Create an eRefund profile
 - At the beginning of each month, look for a financial statement in your OU email
 - Access, review and pay your account on one.ou.edu
-

What Is Flat-Rate Tuition?

Full-time undergraduate students are charged a flat-rate for OU tuition and mandatory hourly fees during the fall and spring semesters. This rate is based on OU's current rate for 15 credit hours. Students are encouraged to take 15 or more hours each fall and spring semester in order to receive maximum benefit from flat-rate tuition. Part-time students (enrolled in 1-11 hours during fall and spring) and students enrolled during summer are charged per credit hour.

Full-time students who do not enroll in at least 15 credit hours a semester may be able to bank hours to use during the following summer semester at OU. The hours a student has banked will be used to reduce summer charges for tuition and mandatory hourly fees.

For more information regarding Flat-Rate Tuition, Banked Hours and which programs, fees and courses are exempt, visit ou.edu/bursar/flat-rate-tuition.

Language Learning Center

228 Kaufman Hall | (405) 325-1352 | llc@ou.edu

The LLC offers placement exams to evaluate students' current skill level in languages offered by the Department of Modern Languages, Literatures, and Linguistics. Free tutoring, conversation tables, books, film and other resources are available for students learning a foreign language.

Students who are native speakers of a foreign language and wish to test out of their language requirements can take the foreign language requirement assessment. The FLRA is administered in many different languages and is offered through the OU Testing Center/ Center for Independent and Distance Learning. Register for the FLRA at: <https://pacs.ou.edu/testing-center/>.

The LLC does not provide testing for languages not taught in the department. Visit llc.ou.edu for more information about their languages and placement exams as well as for available film and audio collections.

The LLC is open 8:30 a.m. to 5 p.m. Monday through Friday during the fall and spring semesters, and 10 a.m. – 2 p.m. Monday through Friday during the summer.

Math Center

209 Physical Sciences Center | (405) 325-6711 | mathcenter@ou.edu

FREE DROP-IN TUTORING

The Math Center provides free drop-in tutoring to students in the following MATH courses at OU: 1473, 1503, 1523, 1643, 1743, 1823, 1914, 2213, 2223, 2423, 2433, 2443, 2924, 2934, 3113, 3333, and 3413. It provides a supportive environment that encourages students to enhance their mathematical understanding and skills. Go to ou.edu/mathcenter for more information and resources.

MATH CENTER AFTER DARK

Free, come-and-go tutoring is offered a short walk from the dorms on nights prior to exams. After Darks are available for these MATH classes: 1503, 1523, 1643, 1743, 1823, and 1914.

EXAM REVIEWS

Prior to After Darks, the Math Center offers free exam reviews. These reviews specifically target topics that will be covered on the exams. Review sessions are available for these MATH classes: 1503, 1523, 1643, 1743, 1823, and 1914 (fall only).

Writing Center

280 Wagner Hall | (405) 325-2936 | writingcenter@ou.edu

The OU Writing Center provides support for graduate and undergraduate students at the University of Oklahoma as well as members of the Norman/OKC community. The Writing Center offers face-to-face and online consultations, workshops and other programs and events. Visit write.ou.edu to make an appointment or find out more.



supportive **RESOURCES**

Academic Life Coaching

Cate Quad 4 | ou.edu/alc | icoach.ou.edu

Academic Life Coaching is an innovative mentoring approach designed to provide individualized student support. The program pairs a specially trained coaching mentor who meets regularly with their students throughout the semester. The student and the Academic Life Coach work together to identify stressors and establish goals that lead to academic success and degree completion.

Accessibility and Disability Resource Center

730 College Avenue | ou.edu/adrc | (405) 325-3852 | adrc@ou.edu

The Accessibility and Disability Resource Center is an integral part of the University of Oklahoma. The ADRC is dedicated to inclusivity and helping to foster a sense of belonging by increasing accessibility for all students with disabilities, cultivating an environment of connectedness and belonging, and providing advocacy, resources, and support at all levels of education on all OU campuses. The ADRC strives to ensure equal access for all students with disabilities, determined by an interactive process with the student. The ADRC endeavors to create a campus community that respects the diversity of persons with disabilities by providing educational opportunities, creating outreach to campus and community partners, and facilitating accessible environments and experiences for all members of the University of Oklahoma.

Center for Major and Career Exploration (CMCE)

203 Wagner Hall | (405) 325-1684 | exploremajors@ou.edu

Work one-to-one with a Major Exploration Coach as they walk you through the decision-making process. Learn about yourself, explore majors and careers, and decide on the academic path that is right for you and your future. Explore possible majors and careers that fit your specific interests, abilities and values. Best of all, the service is free to OU students!

Visit ou.edu/univcoll/about/majors for more information. Go to iadvise.ou.edu/majors to set up an appointment.

Take one of the courses offered at OU focused on major and career exploration:

Ask your advisor about taking one of the following courses.

- UCOL 1002 - Foundations: Major and Career Exploration Focus
- UCOL 1031 - Exploring Careers
- UCOL 2021 - Choosing a Major

Center for Student Advancement

150 Wagner Hall | ou.edu/univcoll | (405) 325-2574 | csainfo@ou.edu

The Center for Student Advancement is committed to the retention and success of students experiencing academic challenges. CSA offers specialized, one-to-one meetings and the following courses: Strategies for Success, Transitions, and Faculty Mentoring for first-year students. CSA is open by appointment but welcomes walk-ins to answer general questions.

Compass Network

link.ou.edu/compass | (405) 325-8103 | compassnetwork@ou.edu

Compass Network, a Graduation and Persistence Support initiative, assists undergraduate students facing issues that could impede their academic success and/or degree completion. The team works collaboratively with university partners to ensure care and support for our students.

We recognize that students encounter various issues which can influence their success in college. These issues may include but are not limited to:

- Academic Fit in College of Department
- Academic Success Skills
- Personal or Family Concerns
- Financial Concerns
- Lacking a Campus Connection
- Intent to Leave the University



If you know of a student in need of assistance beyond what you feel you can provide, contact them by submitting a referral. Self referrals are also welcomed and you can always encourage a student to submit a referral on their own behalf if they are reluctant to share details with you.

supportive **RESOURCES** cont.

Gender + Equality Center

OMU, Suite 370 | ou.edu/gec | (405) 325-4929 | gec@ou.edu

The purpose of the Gender + Equality Center is to cultivate an affirming educational and diverse community by focusing on LGBTQ+ inclusion, interpersonal violence prevention and advocacy for victims of gender-based violence. The GEC will empower OU community members to create affirming, violence-free communities and actively work toward a just and equitable society.

Food Pantry

333 Cate Center Drive | ou.edu/foodpantry | (405) 325-2044 | OUpantry@ou.edu

The Food Pantry is a student-run facility that is dedicated to creating a culture of health and wellness within the OU community. Anyone with a valid OU ID can utilize the services offered by the pantry. Online orders can be placed through their ENGAGE page for pick-up during operating hours. This facility is fully run by volunteers and donations. See their website for information on how to get involved.

Student Legal Services

OMU, Room 428 | ou.edu/studentlegalservices | (405) 325-6875 | sls@ou.edu

The Student Legal Services program provides legal services to currently enrolled students at the University of Oklahoma. The services offered include advice, consultations and education on a variety of legal issues, as well as limited-scope representation where appropriate, and referrals to local private counsel upon request. See their website for more information.

TRIO Center

215 Wagner Hall | ou.edu/diversity/about/trio

The TRIO Center serves students from disadvantaged backgrounds to include low-income, first-generation college, veteran students and students with disabilities. Based on an outreach effort funded by the federal government, TRIO programs are designed to advance the academic success of students from disadvantaged backgrounds from middle school to post-baccalaureate programs.

Currently the OU TRIO Center encompasses Upward Bound, Project Threshold and McNair Scholars programs.

Veteran Support Alliance (VSA)

ou.edu/veterans

The VSA provides a positive and supportive learning environment, helping military service-connected students achieve academic excellence and personal success through the following:

- GI Bill and Important Veteran Student Forms
- Peer Advisors for Veteran Education - PAVE
- Non-Educational VA Benefits
- Scholarships
- Veteran Student Resources
- Green Zone



OU VETERAN STUDENT SERVICES

Each OU campus operates Veteran Students Services that provides student services tailored to meet the needs of their enrolled student veterans and military-connected students. We encourage all veteran and active duty military-connected students to visit ou.edu/veterans/veteran_student_services for more information on resources and the appropriate campus contact information.

OU GREEN ZONE

OU Green Zone is a network of faculty and staff who volunteer to take the extra step to provide assistance for those students who serve or have served our country. Each Green Zone member is a qualified expert in their area and will assist students with any questions.



STUDENT *affairs*

Oklahoma Memorial Union | ou.edu/studentaffairs | (405) 325-3161

Student Affairs provides an out-of-classroom experience, adding value to your college education.

STUDENT AFFAIRS IS HERE TO:

- Assist you in realizing your academic, personal and professional goals
- Provide you with diverse cultural experiences
- Offer programs designed to enhance your academic experience
- Provide leadership development opportunities
- Create a safe, healthy environment in which you may live, study, socialize and work

View over 500 registered student organizations by signing into Engage: ou.edu/engage.

Our Departments and Programs

- Career Center
- Esports and Co-Curricular Innovation
- Fitness + Recreation
- Gender + Equality Center
- Health Services
- Henderson Scholars
- Housing and Residence Life
- Leadership & Volunteerism
- New Student Programs
- OU Food Pantry
- Parent and Family Programs
- President's Community Scholars
- President's Leadership Clas
- SafeRide
- Sooners Helping Sooners
- Student Legal Services
- Student Life
- Student Media
- Student Conduct
- University Counseling Center
- What to Do at OU

How Do I Find My Fit?

"Belonging" is a feeling of connectedness to a group or community. When you feel a sense of belonging, you feel a part of something bigger than yourself, and accepted by those around you. This contributes to your wellbeing and can impact your ability to experience success. You can foster your own wellbeing by making new friends and joining groups on campus. Check out Engage at ou.edu/engage to find your community.



PARENT & FAMILY programs

Oklahoma Memorial Union
ou.edu/parents | (405) 325-8579

JOIN US ON CAMPUS FOR OU FAMILY WEEKENDS!

Fall Family Weekend *September*
Spring Family Weekend *April*



Welcome to the OU Family!

We partner with students' families to help them thrive at OU, on campus and in life. As part of your students' support system, you play a critical role in helping your student succeed from orientation through graduation. Parent and Family Programs is eager to join you in that effort.

OUR PROGRAMS INCLUDE:

- Family outreach efforts (emails, newsletters, mailings)
- Events for parents and families throughout the year
- The Sooner Parents organization projects and scholarships

Check out our store for
Parent and Family Oklahoma
merchandise: ou.edu/parents.

Our office is located on the second floor of Oklahoma Memorial Union, room 222, and is open during regular business hours. If you have any questions or concerns, please reach out for help during this season of transition.



David A. Surratt
David Surratt, Ed.D.

Vice President for Student Affairs
Dean of Students

As the Vice President for Student Affairs and Dean of Students, I am thrilled and honored you have chosen the University of Oklahoma.
Welcome!

As a student, you are embarking on a journey filled with meaningful learning experiences both in and out of the classroom. We encourage you to fully utilize the diverse range of opportunities and experiences OU has to offer. Our entire team exists to help each of you transition to college and ensure you thrive.

Please take advantage of our services and reach out with any questions, concerns or feedback. We want to connect with you. I look forward to seeing you and your student soon.

WHAT IT MEANS *to be an* OU community member

Academic Integrity

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn and demonstrate their own understanding and effort. Grades exist to show how fully this goal is attained. Therefore all work and grades should result from the student's own understanding and effort. Visit integrity.ou.edu to learn more about what constitutes academic misconduct, reporting academic misconduct, etc.

Diversity, Inclusion, and Equity

The University of Oklahoma is committed to achieving a diverse, inclusive and equitable community by embracing each person's unique contributions, backgrounds and perspectives. Fostering an inclusive environment for all, with particular attention to the needs of historically marginalized populations, is vital to our institutional mission and enhances the OU experience.

Student Rights and Responsibilities Code

OU students are guaranteed certain rights by the U.S. Constitution, State of Oklahoma and OU SGA. In recognition of these rights, they are also responsible for complying with all university policies, and local, state and federal laws. Review the Code at ou.edu/studentconduct.

"Through active engagement, University of Oklahoma students will contribute to caring communities, cultivate a holistic awareness of who they are, and develop confidence in who they can become.

-Office of Student Conduct



required **TRAINING**

All students at the University of Oklahoma have to participate in required trainings. To access the assigned trainings, go to onpoint.ou.edu.

Student Alcohol Training

All new students age 22 and under must participate in the online alcohol education program at onpoint.ou.edu and attend a face-to-face first-year program.

For alcohol-related concerns, contact the Hazing and Alcohol 24/7 Reporting Hotline at (405) 325-5000.

Sexual Assault Prevention Training

The goals of the training are to :

- Inform students of their rights and responsibilities as OU students
- Teach students how to step in - or intervene - to prevent sexual misconduct
- Inform students of campus and local resources related to sexual misconduct
- Empower students to create a safe and healthy campus community

Institutional Equity and Title IX Office:
(405) 325-2215
OU Advocates: (405) 615-0013
(24/7 Confidential Reporting Source)

HONORS college

160 David L. Boren Hall | (405) 325-5291

The objective of the Honors College at the University of Oklahoma is to build a supportive and challenging community of intellectually motivated undergraduate students, professors and scholars. To further this goal, the Honors College supports students in their exploration of a variety of educational, professional and career opportunities. The college encourages scholarly and pedagogical excellence of its students and faculty and continues to build bridges to degree-granting units across the university.

Benefits of the Honors College

- Private college education within a flagship university
- Smaller class size (19-22 students)
- Open to qualified students in any major
- Undergraduate research opportunities
- Honors at Oxford (summer study abroad opportunities)
- Free informal reading groups
- Top-tier faculty in teaching and research
- Writing Center — provides free one-to-one writing tutorial help for all Honors students
- Supportive learning environment
- The only way to earn cum Laude, Magna cum Laude and Summa cum Laude recognition at graduation and on diploma

Requirements for Admittance

FROM HIGH SCHOOL

- An ACT Composite of 30 or higher OR
- A SAT Reading and Mathematics total of 1390 or higher **AND**
- An unweighted high school GPA of 3.75 OR
- Rank in the top 10% of graduates in your high school class

CURRENT OU STUDENTS

- 400- to 500-word essay based on one of the provided topics
- Earned 15 or more hours of OU credit
- 3.4 GPA or higher

Applications and more information available online: ou.edu/honors





study **ABROAD**

Office of Education Abroad

Students should plan to include studying abroad in their OU journey. Study pre-health in Mexico, take an art history class in Italy, explore the outback of Australia, or live out your K-Pop dreams in South Korea! The choice is yours – which adventure will you choose?

Benefits of Studying Abroad

According to some studies, students who study abroad obtain their first post-college job faster and with a higher salary than students who do not study abroad. Education Abroad supports students from start to finish and helps turn study abroad goals into skills for the workforce. Students who study abroad experience academics in a whole new way! Take classes in English or immerse in a new language - when the world is the classroom, the possibilities are endless.

Funding for Study Abroad

We believe study abroad should be available to ALL students. Many students utilize their existing financial aid and scholarships on their studies abroad, and many scholarships exist exclusively to fund study abroad. They help identify which programs work best with a student's financial circumstances and which study abroad scholarships are available for the chosen program(s). Students can talk with a study abroad advisor about how to fund their study abroad plans.

Learn More

Visit the Office of Education Abroad's website at studyabroad.ou.edu to learn more about current program offerings, scholarships and financial aid, and how to meet with a study abroad advisor. Students should plan to attend a Study Abroad 101 session early in their first semester to get started.

CAREER center

323 Oklahoma Memorial Union | ou.edu/career | ou.joinhandshake.com
(405) 325-1974 | careercenter@ou.edu | ou.edu

The University of Oklahoma Career Center is a one-stop shop dedicated to helping students and alumni with career development and exploration, internship opportunities and professional employment upon graduation. Career Center provides a highly regarded on-campus interviewing program, advice on resumé writing and interviewing, assistance with applying to graduate school, and much more. The office utilizes Handshake, an online platform that connects students and employers. Through Handshake, students can engage with employers and navigate all services and programs offered by Career Center.

Career Fairs

Career fairs are important recruiting tools for employers because of the face-to-face contact they have with OU students. Career fairs can be campus-wide, college-specific or department-specific. To see a current list of career fairs, log in to Handshake and search "Fairs."

Handshake Online Resumé Book

Once students have uploaded their resumé to Handshake and made it public, it will automatically be viewable by employers. Employers can search for resúms based on criteria they choose.

Workshops

Each semester, Career Center hosts presentations and events on various job search topics. These short presentations teach you a variety of skills that range from how to write a winning resumé to acing an interview. Check the events tab on Handshake to learn more.

Mock Interviews

Contact a career adviser to participate in a mock interview in the Career Center. Additionally, Career Center offers an online mock interview program. This is a great tool for students who are unable to schedule an appointment with an adviser. To access the online mock interview program, log in to Handshake and click the "Resources" tab.

On-Campus Interviews

Representatives from multiple industries conduct interviews in the Career Center's office during the fall and spring semesters. Students can apply for these interviews online through Handshake.

Job Board

Throughout the year, employers post full-time, internship and co-op vacancies on the Handshake Job Board.



Building a Resumé

You should begin to build your resumé upon entering college. Career Center offers an online resumé builder that will allow you to track the highlights of your college career. This allows you to store information, build upon it each year, and finish school with a resource full of college accomplishments you can use to design a resumé for your job search. To access the resumé builder, log in to Handshake at ou.joinhandshake.com, and click the "Resources" tab to get started.

What to Include in Your Resumé

- **Name and Contact Information** – Give your full name, phone number (with area code) and complete mailing address.
- **Objective Statement** – If you wish to pursue a very specific position, this can be useful in routing the resumé for review by a specialist in that area.
- **Education** – This section may include major field of study, degree seeking or obtained, anticipated graduation date, name, and location (city and state) of each institution. Including GPA is optional.
- **Experience** – In addition to part-time and summer jobs, include relevant experiences such as internships, co-ops, student teaching, field experiences, class projects and community service.
- **Skills/Abilities** – This section can be used to highlight skills important to the targeted employers.
- **College Activities and Honors** – Specify offices held and committee assignments with professional affiliations, honorary societies and student organizations.
- **Community Service** – Volunteer or community service work is viewed positively by employers.

Job Search Checklist

- **Start early** - Waiting too late can result in missed opportunities, and some application processes can take up to eight months to complete.
- **Get familiar with Career Center** - View their website to get started on planning, preparing and acting on your job search.
- **Activate your Handshake Account** - Career Center will email you full-time job and internship listings based on your major or Career Community. You also may upload a resumé to the Handshake Online Resumé Book and apply for on-campus interviews. Login at ou.joinhandshake.com.
- **Create a resumé** - Build and update your resumé each year through the online resumé builder. By the end of college you will have something impressive!
- **Look at your digital reputation** - Check your social media accounts to make sure they are appropriate for potential employers.
- **Schedule an appointment with Career Center** - Get your resumé critiqued and discuss overall job search strategies or careers. Book appointments through Handshake.
- **Attend workshops** - Learn how to write a resumé, interview effectively and conduct a successful job search in these short presentations.
- **Attend career fairs** - Meet employers that come to campus to answer questions about their industries, organizations and employment opportunities.
- **Practice interviewing** - Polish your interviewing skills by scheduling a mock interview with a Career Center adviser, or use the interactive online program.
- **Utilize your resources** - Contact family and friends and get to know all your professors, especially in your field of interest. This will work in your favor when needing letters of recommendation or contacts in the industry.
- **Get involved on campus** - Join the student branch of professional associations in your field. Hold a leadership position (e.g., officer, project coordinator, committee chair, etc.) in an organization.
- **Get an internship** - Apply for internships to gain experience before you graduate.
- **Don't be afraid to ASK for help!** Career Center is a free resource for you, before and after graduation.

academic **POLICIES & PROCEDURES**

Full-Time Enrollment

To be considered a full-time student, an undergraduate student must be enrolled in at least 12 hours during the fall and spring terms or at least six hours during the summer term. Additional enrollment regulations may apply for students applying for Financial Aid. Please consult the Student Financial Center for more information.

FINISH 15! - Full Academic Load

FINISH 15! encourages students to think about completing at least 15 hours a semester or 30 hours in an academic year (including Winter Session and Summer Semester). By completing 15 hours a semester for eight semesters or 30 hours each year, a student can graduate in four years in a majority of OU degree programs. Taking just one class every summer allows many students to graduate one semester sooner than planned.

Credit Hour Enrollment Limits

There are limits on how many credit hours an undergraduate student may enroll in each semester, without permission of the student's advisor:

- Fall/Spring: 19 credit hours
- Summer: 9* credit hours

*Some course restrictions may apply.

Audit Enrollment

Auditing allows the student to sit in on the class but earn no credit hours. The class will appear on the transcript as a regular class with the departmental designator and number; however, no grade or hours will be registered, just "AU." The student can take the class again at a later date for credit. Any course may be audited with the approval of the instructor. A change of enrollment from audit to credit or credit to audit may be made, provided the change is made no later than the end of the second week of classes during a regular semester or the first week of classes during a summer term (instructor and dean approval required). All regular fees and tuition apply to audit enrollments. Audit enrollments must be processed in the Enrollment Services office.

Cancellation of Enrollment

Cancellations occur when a student cancels all classes prior to the start of the semester. The deadline to cancel classes is midnight the day before the term begins. For the summer semester, students may cancel enrollment online at one.ou.edu or in person at Enrollment Services. To cancel enrollment for the fall or spring terms, students must start the petition process at link.ou.edu/withdraw.

NOTE ON TUITION AND FEES FOR DROPPED COURSES

After the second week of the fall/spring semesters and after the first few days of the summer semester, students will be required to pay tuition and fees for any course dropped. See the Academic Calendar for deadlines.

ACADEMIC CALENDARS

Visit ou.edu/registrar

Add/Drop

After classes have begun, students must withdraw from enrollment according to the following instructions. Different regulations will apply, depending on when add/drop occurs.

Fall/Spring Semesters - Add/Drop

FIRST WEEK OF SEMESTERS

Students may add a course(s) without approval of instructor. Students may drop courses online with neither a grade recorded nor charges incurred.

SECOND WEEK OF SEMESTERS

Students may add a course(s), but must have approval of instructor. Students may drop courses online with neither a grade recorded nor charges incurred.

THIRD THROUGH 15TH WEEK OF FALL/SPRING SEMESTERS

Individual courses dropped during this time will be recorded with a grade of "W," count against the Five-Drop Limit, and have tuition and fee charges incurred.

All undergraduate students must obtain approval of their academic advisor to drop a course after the second week of classes.

Summer Semester - Add/Drop

For the Summer Semester Add/Drop deadlines, please refer to ou.edu/registrar or contact the Enrollment Services office.

DID YOU KNOW?

A "W" on your transcript is considered grade-point average neutral and will not affect your grade-point average.

Complete Withdrawal

Students completely withdrawing from the university after classes have begun should start the petition process at link.ou.edu/withdraw. During the first three weeks of the term, petitions are processed centrally through Graduation and Persistence Support. Beginning in the fourth week of the term, college academic advising deans or directors review and approve petitions. Withdrawing from all courses for a semester which has already concluded is considered a retroactive Complete Withdrawal and is also processed through college academic advising deans or directors.

Students with extreme extenuating circumstances that have prompted the consideration of a complete withdrawal should discuss their circumstances with their college academic advising dean or director. In some instances, and where the student has necessary documentation, a student may qualify for a reduction in tuition and fees. Otherwise, all tuition and fee charges are incurred.

Five-Drop Limit

Students are allowed to drop only five individual courses throughout their undergraduate careers at OU. Once students reach this maximum number of drops, they will not be allowed to drop any courses after the first two weeks of the fall and spring semesters and after the first week of summer semester. A "W" is recorded on the transcript when a course is dropped.

After the five-drop limit has been reached, students with extreme, extenuating circumstances may apply for an exception through the Associate Provost for Academic Advising.

Because complete withdrawals often stem from extenuating circumstances, complete withdrawals will not be counted against the five-drop limit.

Finals

Finals are usually comprehensive in nature or count for a greater proportion of your final grade than a regular exam given during the semester. The scheduled time for a final in a given course will appear on the course schedule, along with the regular meeting time.

PRO TIP

Record your finals in your calendar at the very beginning of the semester.

Students are not expected to take more than two finals in one day. If students have three or more finals scheduled for the same day, instructors must offer make-up exams. Instructors giving the third and subsequent exams must provide make-up exams sometime during finals week. Students must notify the instructors or departments of the third and subsequent final exam conflicts before the end of the 12th week of classes (sixth week for summer school).

If students have two or more finals scheduled for the same time, the student should attend the final for the class that met first during the week of their class schedule. Instructors of the second and subsequent final must provide make-up exams sometime during finals week.

Finals Preparation Period Policies

In 16-week courses during fall and spring semesters, assignments or projects worth less than 10% of a student's grade may be assigned prior to pre-finals week and may be due during pre-finals week. However, no assignments, exams or projects may be due on the last two days of pre-finals week. Quizzes may be given during pre-finals week, but cannot account for more than 3% of the final grade.

Assignments, take-home exams, in-class exams or projects worth more than 10% of a student's grade must be scheduled at least 30 days prior to the first day of finals and must be due or given prior to pre-finals week. Any assignment that is to take the entire semester to complete may be accepted or presented during the first three weekdays of pre-finals week, provided the syllabus states that the assignment can be turned in prior to pre-finals week.

Special cases deviating from the Final Exam Preparation Period policy must be clearly stated in the course syllabus and approved by the chair of the department.

Receiving Credit for Transfer Courses

Transfer credit will show on a student's transcript in several different ways:

- Equated with a specific OU course
- Not equated to an OU course, but carrying general education credit
- Not equated to an OU course and carrying no general education credit, in which case it generally carries elective credit

In the process of admission to OU, the Office of Admissions and Recruitment reviews submitted transcripts and adds them to a student's new academic record. To help with education planning, the Office of the Registrar has a searchable transfer course database. To access the database, go to sis.ou.edu/ted/.

If a student needs to send in a transcript from another university, please send an official electronic copy to te@ou.edu or drop off a sealed official copy to Buchanan Hall at the third-floor drop box.

A photograph of an art studio with several students working at easels. In the foreground, a student with long dark hair and blue headphones is seated on a wooden bench, looking at a large drawing on an easel. Other students are visible in the background, also working at easels. The studio has large windows and a bright, airy atmosphere.

academic **POLICIES** & **PROCEDURES** (cont.)

Academic Probation and Suspension

Students with 30 semester hours or less must maintain a 1.7 cumulative overall GPA to continue to be enrolled at the university. Students with more than 30 hours must maintain a 2.0 overall GPA. Students who do not meet this requirement will be placed on academic probation. To be removed from probation, a student must meet the minimum GPA requirements, but those who make a 2.0 GPA for the term may be continued on probation. Students should contact the Office of the Registrar for specific requirements for enrollment while on probation. A student on probation who fails to meet the minimum requirements will be suspended from the university. Students suspended from the university may not apply for readmission until after one full semester has elapsed following the date of suspension. To be readmitted, a student must submit an application for admission and a letter of appeal to Admissions & Recruitment by Nov. 1 for the spring semester and April 1 for summer or fall.

Academic Forgiveness Policy (Repeat Policy)

A student may repeat up to four courses, not to exceed 18 hours, in which the original grade was D or F. While both attempts will be visible on the transcript, only the second attempt will count in the calculation of the student's overall GPA. Students who repeat more than four courses may do so with both the original grades and repeat grades included in the calculation of the overall GPA.

For the full Academic Forgiveness Policy, see the General Catalog at ou-public.courseleaf.com.

steps to GRADUATE

- ☐ **STEP 1: Students Meet with Advisors in Preparation for Enrollment**
OU students are required to meet with their academic advisor each fall and spring semester to discuss progress toward their degree and to be advised for upcoming semesters.
- ☐ **STEP 2: Graduation Tab Opens in ONE**
Once students hit 90 hours (passed courses plus current enrollment), a Graduation tab will open in ONE for students to complete tasks for degree completion.
- ☐ **STEP 3: Select Expected Graduation Date**
Students will be prompted to indicate an expected graduation date within iAdvise. This will initiate a degree check conversation with their academic advisor and open up important check points.
- ☐ **STEP 4: Formal Degree Checks and Enrollment Reviews**
As students are in the last few semesters of their degree programs, advisors will conduct formal degree checks and monitor their course enrollments carefully to make certain students remain on track to degree completion.
- ☐ **STEP 5: Apply for Graduation**
All students are required to submit a graduation application in order to have their academic records reviewed and degrees cleared. Academic advisors will grant access to the graduation application.
- ☐ **STEP 6: Final Degree Check Status Confirmed**
Once a student's final course enrollment has been checked, advisors will confirm final degree check status. Next steps will be communicated to students based on their status.
- ☐ **STEP 7: Complete the Action Items in Graduate OU**
Students on-track to graduate will be enrolled in the Graduate OU Canvas course in their final semester. Completion of all steps in Graduate OU is required for the full graduation experience.
- ☐ **STEP 8: Final Degree Verification**
Once a student has finished their degree and all requirements have been fulfilled, the college advising office sends a degree clearance list to the Office of the Registrar. Once all holds are resolved, and the Bursar balance has been paid in full, the Office of the Registrar will post the final degree(s) earned on the transcript.
- ☐ **STEP 9: Diplomas and Final Transcripts**
Digital diplomas will be sent to a student's OU email initially. Printed diplomas are mailed approximately three months after graduation. Students can request official transcripts from the Office of the Registrar.

YOU MUST APPLY TO GRADUATE!

*May 1 - Fall Graduation
Dec. 1 - Spring Graduation
March 1 - Summer Graduation*



GRADUATION HOTLINE

ou.edu/GPS gps@ou.edu

The Graduation Hotline is a program designed to help students obtain their OU degree. Students with an advanced number of hours may reach out to our staff to discuss any obstacles that may delay their graduation. Distinctive from degree mapping and course planning done with an academic advisor, our staff will work with students to remove roadblocks to enrollment, address financial challenges and explore alternative and possible accelerated pathways to degree completion.

Graduating with Distinction

In addition to graduating with Honors (see page 42), the University of Oklahoma confers baccalaureate degrees with distinction based on grade-point average. Both the transcript and diploma carry the designation.

REQUIREMENTS

- Distinction - 3.60 - 3.89 Combined Retention GPA
- Special Distinction - 3.90 or above Combined Retention GPA
- Minimum of 60 hours taken at OU
- No disciplinary Academic Integrity action

Students graduating with distinction have the opportunity to purchase the gold academic distinction hood and wear it with their cap and gown during graduation ceremonies.

Graduating with a 4.0 GPA

Undergraduate students with an overall 4.0 GPA are eligible to receive a university medallion on a crimson ribbon, which may be worn with their cap and gown during graduation ceremonies. Students must have a 4.0 on all OU work and any work transferred from other institutions. Students will be notified and invited by the Office of Special Events to attend a medallion presentation. Presentations are held during the fall and spring semesters.

Learn more about the Student Alumni Association and the OU Ring

home.oufoundation.org/studentalumni



OU Alumni

Once a student graduates, there are many ways they can stay involved at the University of Oklahoma through the Alumni Association. The Alumni Association offers a range of programs to connect alumni with campus and the rest of the world, including reunion programs, travel opportunities here and abroad, and academic enrichment opportunities.

Dedicated to the success of more than 100 alumni clubs around the world, the Alumni Association (home.oufoundation.org/oualumni) keeps graduates connected with the university and other fellow alumni members, with an online platform that offers mentorship and career opportunities as well (ouconnection.com).

Students who choose to order a ring can attend the bi-annual OU Ring Ceremony. Participants and their guests are invited to take part in the symbolic ceremony and a celebratory reception that follows. During the ceremony, students will learn about the significance and legacy of the ring and move one step closer to joining the ranks of OU alumni.

The Class Gift gives graduating students an opportunity to leave a legacy for future generations and is a permanent reminder of their time at the University of Oklahoma.



campus ESSENTIALS

CANVAS

Canvas (canvas.ou.edu) is the primary learning management system used by instructors on campus. Through Canvas, you can access course syllabi, submit assignments, send messages to other users and see grade information.

Profile and Notifications

Upload a profile picture, add additional contact information or create/manage ePortfolios for course work in the Canvas profile. Setting notifications allows students to add their preferred communication channels and control the frequency of course updates.

Mobile App

Users can also access Canvas on their mobile devices. Available through the iOS App Store and Google Play, the Canvas app can help students stay current with their courses, wherever they are.

Help

For help with Canvas, log in to canvas.ou.edu and click the Help button in the lower-left corner. Here you will find:

- Canvas Guides
- Canvas Support Hotline
- AskIT Articles

DID YOU KNOW

Information Technology offers campus-wide cloud printing services through WEPA kiosks. For more information, go to print.ou.edu.

HEALTH *services*

Health Services, located at the Charles B. Goddard Health Center, is the headquarters for health care on campus and provides these services:

- **Clinical Services** – Physicians, physician assistants and nurse practitioners provide primary care for illness, injury and preventive services. Registered nurses provide a travel and immunization and allergy injection clinic. Dietary consultations are provided by a registered dietitian.
- **Health Promotion** – Health educators share about disease prevention and promote wellness by providing current and reliable health information through campus outreach events and programs.
- **Laboratory** – The on-site lab offers a variety of testing services, including COVID-19 and flu testing, blood glucose tests, urine screens, metabolic profiles, complete blood counts, blood type testing and more.
- **Pharmacy** – Pharmacists provide over-the-counter and prescription medication counseling, as well as fill prescriptions. Prescriptions can also be transferred from a home pharmacy to fill here.
- **Physical Therapy** – Physical therapists provide evaluation and treatment for musculoskeletal conditions, orthopedics, post-surgical therapy and work-related injuries.
- **Radiology** – The in-house X-ray service provides quick and accurate digital imaging.
- **Sexual and Reproductive Health Services** – Private and confidential services include annual exams with pap tests, STI/HIV testing, pre-conception counseling and contraceptive planning options.
- **University Counseling Center** – Provides a wide range of counseling services, including traditional counseling (individual, couple and group), psychological assessments, psychiatry, consultation and outreach. In addition, the center is home to an American Psychological Association-accredited pre-doctoral psychology internship program.

OU Health Services and the University Counseling Center, located on Elm Avenue, are open Monday through Friday 8 a.m. – 5 p.m.

Counseling Center Appointments – (405) 325-2911

Health Center Appointments – (405) 325-4441

Healthservices.ou.edu



The JILL Campaign

Join In the Love your Life Campaign. The JILL Campaign has a goal to help students, parents, staff and faculty recognize the signs of depression and to learn healthy ways to cope with the stresses of college life. Read about Jill's story at ou.edu/ucc.

Behavior Intervention Team (BIT)

OU's Behavior Intervention Team is a group of campus professionals who help keep our community healthy and safe. Does something seem off? Be aware and trust your instinct. Then, report it. Contact BIT online at ou.edu/normanbit, by email (normanbit@ou.edu), or by phone at (405) 325-7700.

campus **ESSENTIALS** (cont.)

BOOKS

Students should plan to have textbooks before classes begin. Textbooks can often be returned within the first two weeks of classes if there is a change in a course schedule. Books are available through the online campus bookstore at ou.edu/bookstore as well as many other retailers. They can be purchased new, used or rented. As part of OU's digital initiative, many professors are offering free textbooks and other digital course content.

Additionally, Bizzell Memorial Library offers selected required textbooks available free of charge to students. Textbooks, calculators, laptops and other technologies are available for a three-hour loan period, and can be checked out at the main circulation desk near the west entrance.

CAMPUS SAFETY

OU RAVE Alert – An alert system to notify students in case of an emergency on campus such as a tornado, fire, snow and ice and other campus-related issues. The university will deliver updates through text messaging, email, phone calls, social media and on ou.edu. Students can enter their contact information and one additional phone number on ecs.ou.edu to receive notifications.

OU Advocates – Free and confidential, 24/7 helpline for OU students, faculty and staff experiencing sexual assault, dating and domestic violence, stalking and/or harassment. Call (405) 615-0013 for assistance.

Department of Campus Safety – This team is committed to providing a safe environment for the university community through education, planning, monitoring, enforcement codes, regulations and standards. Follow them on social media to get the latest weather and safety updates.

SafeWalk – A free service utilizing resident advisers to accompany members of the university community anywhere on campus from 8 p.m. to 2 a.m., 7 days a week. Call (405) 325-WALK to request a SafeWalk RA.

SafeRide – Provides safe, free and on-demand transportation to OU students within the Norman city limits, no questions asked (available Thursday through Saturday, 10 p.m. - 3 a.m.). Download the OU SafeRide app from the App Store or Google Play.

TRANSPORTATION

Parking – Students living in housing and planning to park on campus will need to purchase a Housing parking permit. Commuter students who want to park on campus can purchase a Commuter permit. Student parking permits, maps and citation information are available on ou.edu/parking.

Cleveland Area Rapid Transit – CART offers a free park-and-ride service to OU students. Most often, students will park at Lloyd Noble Center and ride the shuttle to the Brooks Street bus stop (near the stadium). The Lloyd Noble Center shuttle will pick you up or drop you off every 5-10 minutes. For other park-and-ride locations, visit ou.edu/parking.

Bicycles and Scooters – OU community members can ride a bike or scooter around campus through VeoRide. By downloading the app, you can quickly access an available vehicle. It is as easy as find, scan and go. Find out more about the program at veoride.com/ou.

GAME DAYS AT OU

Sooner athletics events are a big part of the OU experience, especially Saturdays in the fall and with 40 national championships! Students receive free admission to all athletics events, except football and men's basketball. All students have to do is show their OU ID.

Football Tickets – There are 8,000 student football season tickets available in the OU student section. Of these 8,000 tickets, 6,800 will be allocated for sale to returning students in the spring and summer on-sale periods. There are 1,200 season tickets allocated for new students. If demand exceeds supply during this sale, a lottery will be held to determine which students will receive tickets.

Men's Basketball Tickets – A total of 2,000 men's basketball student season passes are sold for ALL OU students. Seating in the student section is general admission and has a seating cap. If capacity is reached within the student section, student season ticket holders will be restricted from entering the student section.

For more information on student football and men's basketball tickets and single-game tickets for parents, visit soonersports.com, or call the OU Athletics Ticket Office during regular business hours at (800) 456-4668.





The University of Oklahoma, in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, housing, services in educational programs or activities, or health care services that the university operates or provides.

Inquiries regarding non-discrimination policies may be directed to: Christine Taylor, Institutional Equity Officer and Title IX Coordinator, (405) 325-3546, christine.taylor@ou.edu, or visit www.ou.edu/eoo.



The UNIVERSITY of OKLAHOMA