

OAKWOOD UNIVERSITY

Spring 2011-12 Semester Registration Procedures For New & Transfer Students

Registration Dates:

Monday, January 9, 8:00 a.m. – 4:30 p.m. & Tuesday, January 10, 1:00 – 4:30 p.m.

ACT: Monday, January 9 at 7:30 a.m. in the Anna Knight Building (see reverse side)

ORIENTATION: Tuesday, January 10 at 9:00 a.m.

<p>STEP 1</p> <p>ENROLLMENT MANAGEMENT ASHBY AUDITORIUM</p>	<p>Proceed to Enrollment Management (Admissions) IF....</p> <ul style="list-style-type: none"> ▪ You have documents to submit to Enrollment Management such as ACT, SAT Scores, recommendation, essay if GPA is below 2.0, sealed official transcript(s), etc. ▪ You have not received your acceptance letter.
<p>STEP 2</p> <p>CENTER FOR ACADEMIC SUCCESS PETERSON HALL</p>	<p>Proceed to Center for Academic Success IF...</p> <ul style="list-style-type: none"> ▪ You have your registration clearance letter but have not registered for classes. ▪ You need to see an advisor, select and computerize classes.
<p>STEP 3</p> <p>HEALTH SERVICES ASHBY AUDITORIUM</p>	<p>Proceed to Health Services TO...</p> <ul style="list-style-type: none"> ▪ Submit any medical forms (Medical History, Dental Exam, Immunization forms) ▪ Complete Insurance/Authorization form ▪ Provide proof of personal insurance or accept school's insurance
<p>STEP 4</p> <p>HOUSING/MEALS ASHBY AUDITORIUM</p>	<p>Proceed to Housing/Meal Plan Changes TO...</p> <ul style="list-style-type: none"> ▪ Make any changes to housing or meal plan ▪ Receive authorization for off-campus housing, if applicable
<p>STEP 5</p> <p>FINANCIAL CLEARANCE ASHBY AUDITORIUM</p>	<p>Proceed to Financial Clearance TO...</p> <ul style="list-style-type: none"> ▪ Print Estimated bill and review for accuracy ▪ Pay bill (see reverse side for acceptable payment options) ▪ Receive automated financial clearance <p><i>Failure to Financially Clear by January 13, will result in your classes being dropped*</i></p> <p>PLEASE NOTE: YOU MAY COMPLETE THIS STEP ONLINE</p>
<p>STEP 6</p> <p>PUBLIC SAFETY OFFICE OF PUBLIC SAFETY (Corner of Faculty and Oakwood Roads)</p>	<p>Proceed to Public Safety TO...</p> <ul style="list-style-type: none"> ▪ Register your vehicle ▪ Complete registration form (you will need Drivers' License#, VIN#, Insurance Policy#, License tag #) ▪ Pay for and receive official campus decal (Cost for decal - \$15)
<p>STEP 7</p> <p>PHOTO ID FORD HALL</p>	<p>Proceed to Photo ID TO...</p> <ul style="list-style-type: none"> • Take your official Oakwood University ID photo • Receive your validated School ID
<p>STEP 8</p> <p>ROOM ASSIGNMENT RESIDENCE HALLS</p>	<p>Proceed to respective Residence Hall TO...</p> <ul style="list-style-type: none"> ▪ Receive room assignment and move in (You must show valid School ID)

** Once classes are dropped you must be able to financially clear before they can be re-entered. You must use the late registration form. You may be unable to enroll in the same classes.*

IMPORTANT INFORMATION

- **The ACT** will be given at 7:30 a.m. on Monday, January 9 in the Anna Knight Building. **Cost is \$75.00.** Sorry, no personal checks accepted. **You must have picture ID.** Bring #2 pencil and calculator.
- **Financial Clearance**
 - Acceptable payment options are: cash, credit card (Mastercard, Visa, American Express), certified check, money order and/or financial aid.
 - Enrollment with a monthly payment plan provider is a **MUST** if you only pay 70%.
 - You may register with Tuition Management System (TMS) at 1-800-722-4867 or www.afford.com or Tuition Pay Plan at 1-800-635-0120 or www.tuitionPayenroll.com.
- **Health Services:** Proof of personal insurance and completion of the Insurance/Authorization form **MUST** be completed at the beginning of the academic year. Changes in coverage/carrier must be reported immediately.
- **International students (F-1 Visas) – MUST** see the International Student Advisor to
 - Submit passport, I-20 and I-94 forms before completing registration
 - Submit proof of financial clearance and valid Oakwood University ID to retrieve passport, I-20 and I-94 formsAccording to INS regulations, International students **MUST** be registered and financially cleared by **January 25**.

- **Student Employment**

Visit the Office of Student Employment for information regarding student employment requirements and standards. Work contracts will be issued beginning January 9, only upon **completion** of a Student Employment “Personnel File” at the Office of Student Employment (5026 Oakwood Rd). ***If your file is incomplete, you will not receive a contract, No Exceptions!*** Your file must contain the following: (a) completed I-9 form (visit our website to view acceptable documents); International students are required to present a Social Security card permitting work in the USA); (b) completed tax forms; W-4 (Federal) & A-4 (State); and (c) proof of financial clearance. All the required Student Employment forms are available on our website at www.oakwood.edu/ou-life/student-employment

OTHER SERVICES

University Bookstore Hours: For your convenience, the bookstore hours will be Monday –Thursday, 8:00 – 6:00 p.m. and Friday, 8:00 a.m. – 1:00 p.m. during the week of registration. Bookstore will return to normal business hours thereafter.

Information Technology: All enrolled students are required to use their Oakwood University email address which is assigned once a student financially clears. The Records Office will use this electronic method as the primary means of communication for vital information such as degree audits, graduation status, responses to academic policies requests, etc.

DATES/EVENTS

January 11:	Instruction begins/Work Contracts Begin
January 12:	Drop/Add fee required for class schedule changes
January 12:	Late Registration begins at 1:00 p.m.
January 12:	Late Registration fee assessed to all students who have not financially cleared
January 13:	Classes will be dropped if not financially cleared by 12 noon.
January 16:	Martin Luther King Day
January 17:	Registration resumes at 1:00 p.m.
January 20:	Last day to drop Oakwood Medical Plan (must show proof of private insurance)/ Last day to make meal/housing changes./ Last day to add to existing schedule
January 20:	Last day for 100% tuition refund, less \$100 charge and Health Insurance Fee
January 25:	Last day to financially clear. Spring 2012 Registration Ends

Drop/Adds will be processed in your major department from January 9-13, and in the Records Office beginning January 17.