

OAKWOOD UNIVERSITY
Spring 2011-12 Semester
REGISTRATION PROCEDURES
for Re-Admit Students (absent at least one semester)
Re-Admittance Fee: \$15.00

Registration Date: Monday, January 9, 2012 from 8:30 a.m. – 4:30 p.m.

STEP 1 ASHBY AUDITORIUM	You MUST go to the Records Office Station to be re-admitted to Oakwood University before proceeding to your major department.
STEP 2 MAJOR DEPARTMENT	Proceed to Academic Advisor in Major Department IF... <ul style="list-style-type: none"> ▪ You have received approval from the Records Office ▪ You need registration materials ▪ You need to see an advisor, select and computerize classes ▪ You need to change your major NOTE: You have a G.P.A. of less than 2.0, you must go to the Center for Academic Success (CAS) in Peterson Hall for advising
STEP 3 HEALTH SERVICES ASHBY AUDITORIUM	Proceed to Health Services TO... <ul style="list-style-type: none"> ▪ Submit any medical forms (Medical History, Immunization forms) ▪ Complete Insurance/Authorization form online ▪ Provide proof of personal insurance or accept school's insurance
STEP 4 HOUSING/MEALS ASHBY AUDITORIUM	Proceed to Housing/Meal Plan Changes TO... <ul style="list-style-type: none"> ▪ Make any changes to housing or meal plan ▪ Receive authorization for off-campus housing, if applicable
STEP 5 FINANCIAL CLEARANCE ASHBY AUDITORIUM	Proceed to Financial Clearance with estimated bill TO... <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 style="color: red;">Failure to financially clear by January 13, will result in your classes being dropped.</p> <p>PLEASE NOTE: YOU MAY COMPLETE THIS STEP ONLINE</p>
STEP 6 PUBLIC SAFETY OFFICE OF PUBLIC SAFETY (Corner of Oakwood & Faculty Roads)	Proceed to Public Safety IF... <ul style="list-style-type: none"> ▪ You have a vehicle to register ▪ Complete registration form (you will need Drivers' License#, VIN#, Insurance Policy#, License tag #) ▪ Receive official campus decal (Cost for decal - \$15)
STEP 7 PHOTO/ID VALIDATION FORD HALL – OFFICE OF STUDENT SERVICES	Proceed to ID Validation TO... <ul style="list-style-type: none"> ▪ Validate ID card (lost ID card replacement may be obtained in FORD HALL for \$10.00).
STEP 8 ROOM ASSIGNMENT (RESIDENCE HALLS)	Proceed to respective Residence Hall TO... <ul style="list-style-type: none"> ▪ Receive room assignment and move in (You must show valid School ID)

*You **MUST** financially clear by the end of business day, January 13, to retain your classes. 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

1. **Re-admitted students (absent at least one semester) must** come to the **Records Office Station** located in Ashby Auditorium (Gym) to receive approval to register before proceeding to Major Department.
2. **Mandatory! Off-campus students** must come to Student Services (Ford Hall) to receive authorization to live off campus.
3. **To remove various “holds,”** please see the appropriate departments:

Hold	Department	Location
Immunization records	Health Services	GYM
Academic Probation	CAS	Peterson Hall
Incomplete File	Enrollment Management	Blake Center
Citizenship	Student Services	Ford Hall
Collections	Office of Financial Resolution	Peterson Hall
F-1	Enrollment Management	Blake Center

4. **Special Classes:** Students who made a grade of “C-” or below in remedial, major, minor or cognate courses at the end of Fall Semester are encouraged to see their advisors. Failure to retake these courses in a timely manner may delay graduation.

5. **Class Attendance:** You must attend the correct section of classes for which you have registered.

6. 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 1-800-356-8329 or www.afford.com or Tuition Pay Plan at 1-800-635-0120 or www.tuitionPayenroll.com.

7. **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 complete online.

8. **INTERNATIONAL STUDENTS (F-1 Visas) – MUST** see the International Student Advisor to

- a. Submit passport, I-20 and I-94 forms before completing registration
- b. Submit proof of financial clearance and valid Oakwood University ID to retrieve passport, I-20 and I-94 forms
- c. International students **MUST** be registered and financially cleared by **January 25, 2011**, according to INS regulations.

9. **OFFICE OF 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.

10. DATES TO REMEMBER:

- 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: Late 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

11. OTHER SERVICES:

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