

**OAKWOOD UNIVERSITY**  
**Spring 2011-12 Semester**  
**REGISTRATION PROCEDURES FOR RETURNING STUDENTS**

**Tuesday, January 10; 8:00 a.m. – 4:30 p.m.**

**Wednesday, January 11; 8:00 a.m. – 12:00 p.m. (Doors close at 11:00 a.m. )**

<p><b>STEP 1</b></p> <p><b>ACADEMIC ADVISING</b>  <b>MAJOR DEPARTMENT</b></p>	<p>Proceed to <b>Academic Advisor in Major Department</b> IF...</p> <ul style="list-style-type: none"> <li>▪ You need registration materials</li> <li>▪ You need to see an advisor, select and computerize classes.</li> <li>▪ You need to change your major</li> <li>▪ You have a G.P.A. less than 2.0, you must go to the Center for Academic Success (CAS) in Peterson Hall</li> </ul>
<p><b>STEP 2</b></p> <p><b>HEALTH SERVICES</b>  <b>ASHBY AUDITORIUM</b></p>	<p>Proceed to <b>Health Services</b> IF you to...</p> <ul style="list-style-type: none"> <li>▪ Make any changes in coverage/insurance carrier from the Fall Semester. Online insurance enrollment/waiver</li> <li>▪ Submit any medical forms (Immunization forms)</li> </ul>
<p><b>STEP 3</b></p> <p><b>HOUSING/MEAL CHANGES</b>  <b>ASHBY AUDITORIUM</b></p>	<p>Proceed to <b>Housing/Meal Plan Changes</b> TO...</p> <ul style="list-style-type: none"> <li>▪ Make any changes to housing or meal plan</li> <li>▪ Receive authorization for off-campus housing, if applicable</li> </ul>
<p><b>STEP 4</b></p> <p><b>FINANCIAL CLEARANCE</b>  <b>ASHBY AUDITORIUM</b></p>	<p>Proceed to <b>Financial Clearance</b> with estimated bill ( printed from any computer) TO...</p> <ul style="list-style-type: none"> <li>• Print estimated bill and review for accuracy</li> <li>▪ Pay bill (see reverse side for acceptable payment options)</li> <li>▪ Receive automated financial clearance</li> </ul> <p style="color: red;">Failure to financially clear by January 13, will result in your classes being dropped.*</p> <p><b>PLEASE NOTE: YOU CAN COMPLETE THIS STEP ONLINE</b></p>
<p><b>STEP 5</b></p> <p><b>PUBLIC SAFETY</b>  <b>OFFICE OF PUBLIC SAFETY</b>  <b>(Corner of Oakwood &amp; Faculty Roads)</b></p>	<p>Proceed to <b>Public Safety</b> IF...</p> <ul style="list-style-type: none"> <li>▪ You have a vehicle to register</li> <li>▪ Complete registration form (you will need Drivers' License#, VIN#, Insurance Policy#, License tag #)</li> <li>▪ Receive official campus decal (Cost for decal - \$15)</li> </ul>
<p><b>STEP 6</b></p> <p><b>PHOTO/ID VALIDATION</b>  <b>FORD HALL</b></p>	<p>Proceed to <b>ID Validation</b> TO...</p> <ul style="list-style-type: none"> <li>▪ Validate ID card (lost ID card replacement may be obtained in FORD HALL for <b>\$10.00</b>).</li> </ul>
<p><b>STEP 7</b></p> <p><b>ROOM ASSIGNMENT</b>  <b>RESIDENCE HALLS</b></p>	<p>Proceed to respective <b>Residence Hall</b> TO...</p> <ul style="list-style-type: none"> <li>▪ Receive room assignment and move in (You must show valid School ID)</li> </ul>

*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 complete the late registration form. You may be unable to enroll in the same classes.*

## IMPORTANT INFORMATION

### 1. 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

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

3. **CLASS ATTENDANCE:** You must attend the correct section of classes for which you have registered.

### 4. 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](http://www.afford.com) or Tuition Pay Plan at 1-800-635-0120 or [www.tuitionPayenroll.com](http://www.tuitionPayenroll.com).

5. **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 completed online.

6. **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 forms
- According to INS regulations, International students **MUST** be registered and financially cleared by **January 25, 2011**.

7. **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](http://www.oakwood.edu/ou-life/student-employment).

8. **Information Technology:** All enrolled students are required to use their Oakwood University email address. An email address is automatically 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.

9. **KIOSK:** Computers will be available in the GYM for students to view/print estimated bill, financial aid status, apply for loans online, view class schedule, research student job openings, etc.

### 10. DATES TO REMEMBER:

January 11:	<b>Instruction</b> begins/Work Contracts Begin
January 12:	<b>Drop/Add fee</b> required for class schedule changes
January 12:	Late Registration begins at 1:00 p.m.
January 12:	<b>Late Registration fee</b> 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:	<b>Last day</b> to drop Oakwood Medical Plan (must show proof of private insurance)/ <b>Last day</b> to make meal/housing changes/ <b>Last day</b> to add to existing schedule
January 20:	<b>Last day</b> 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/Add**s will be processed in your major department from January 9-13, and in the Records beginning January 17.