OKLAHOMA CITY

Concurrent Enrollment Student Checklist

Concurrent enrollment is a wonderful opportunity for you to gain both high school and college credit for taking college courses. This document is provided to help ensure that you have completed all the necessary steps to begin courses at OSU-OKC.

☐ Admission to the University

- ☐ Visit https://apply.osuokc.edu/apply.
- ☐ Choose "First-time users: Create an account."
- ☐ Follow the prompts through the application.

☐ Required Concurrent Enrollment Documents

- ☐ Complete Concurrent Enrollment form. Visit https://osuokc.edu/concurrent.
  - ☐ Complete form and sign form.
  - ☐ Have a parent or guardian sign form.
  - ☐ Write in high school courses.
  - ☐ Write in proposed concurrent courses.
  - ☐ Have principal or counselor sign form and note number of hours approved.
- ☐ Copy of official high school transcript.
- ☐ Copy of official ACT/SAT scores.
- ☐ Documents photographed or scanned and emailed to okc.concurrent@okstate.edu.

☐ Activate O-KEY Account

You will receive an email directing you to activate your O-Key account. **This is important!** Your O-KEY account is your key to official college email, logging into your online classroom, accessing your student account, and paying your bill.

☐ my.okstate.edu Portal

This is your primary method of interacting with the student information system, access email, and other administrative functions.

- ☐ Visit my.okstate.edu portal and explore what is available

☐ Enrolling in Courses – Concurrent at the High School

We do not list off-campus concurrent enrollment courses on the website. That is to prevent students from accidentally enrolling in the wrong course. Please see your high school counselor for the CRN numbers.

- ☐ Log into **my.okstate.edu** portal
- ☐ Click on **Self Service Icon**
- ☐ Click on the **STUDENT** tab
- ☐ Click on the **Registration** link
- ☐ Click **Add or Drop Classes**
- ☐ **Select Term** and click the **Submit** button
- ☐ Enter the Course Reference Numbers (CRN) from your counselor and click **Submit**

☐ Enrolling in Courses – All Other Concurrent

Students taking courses on campus or online will follow this process to find and/or enroll in courses:

Finding and Enrolling in a Course

- ☐ Log into **my.okstate.edu** portal
- ☐ Click on **Self Service Icon**

☐ Click on the **STUDENT** tab
☐ Click on the **Registration** link
☐ Click **Add or Drop Classes**
☐ **Select Term** and click the **Submit** button
☐ Click **Advanced Search**
☐ Select Subject(s) (use CTRL-click to select multiple subjects)
☐ Choose any modifiers (online, days, times, etc.)
☐ Click **Section Search**
☐ Find the classes you want and check the **Select** box
☐ Click the **Register** button to enroll.

Enrolling in a Course – Known CRN
☐ Log into **my.okstate.edu** portal
☐ Click on **Self Service Icon**
☐ Click on the **STUDENT** tab
☐ Click on the **Registration** link
☐ Click **Add or Drop Classes**
☐ **Select Term** and click the **Submit** button
☐ Enter the Course Reference Numbers (CRN) and click **Submit**

Verifying Enrollment and View Class Schedule
☐ Click on the **STUDENT** tab
☐ Click on the **Registration** link
☐ Click on the **Concise Student Schedule** link

☐ Get a Student ID Card

Once your O-Key is activated and you are enrolled, you can get an OSU-OKC Student ID card. This will allow you to check books out at the library, use the on-site fitness center, and can be used for discounts where student IDs are accepted. Available at the Admissions Office (Student Center, 1st floor).

☐ Access Online Classroom

Before the semester begins, be sure you have access to your courses on Canvas, our learning management system.
☐ Visit your my.okstate.edu portal and click on the Canvas link.

☐ Access Business Services

Before the semester begins, be sure you can access the Business Services link. You will pay any remaining bill online through this link. Your parents will also receive a letter about billing and payment. Please note: Tuition waivers are not applied until after the first two full weeks of the course.
☐ Visit your my.okstate.edu portal and click on the Business Services link.
☐ Visit the Business Office (Administration Building, 2nd floor) to pick up your parking permit.

☐ Buy Books

Many general education courses and concurrent courses held at the high school use free/inexpensive textbook resources. Please review the course syllabus or visit the bookstore (Student Center, 2nd floor) or the bookstore website (https://osuokc.bncollege.com/shop/oklahoma-state-university-oklahoma-city/home) for more information on required textbooks for your course.

☐ Attend/Engage/Participate/Succeed!

Concurrent is a great opportunity for you to get a head start on your college degree. Make the most of it by attending courses, engaging in online content, participating in the classroom, and studying. Should you find yourself having difficulties in the course, reach out to your instructor. They are there to help.

Questions? Stuck? Need help? Should you need help with any of the above steps or have other concurrent enrollment questions, please contact us as listed below.