

OSUIT STUDENT CHECKLIST



**INSTITUTE OF
TECHNOLOGY**

- **New Student**
&
➤ **Transfer Student** Application for Admissions
 Official High School Transcript or GED Scores
- ACT Scores
 Compass Assessment (If needed)
 Official College Transcripts (If applicable)
 Immunization Records

- **Returning Student** Application for Admissions
 Official College Transcripts (from all colleges attended since last attended OSUIT)

-
- ✓ **Office of Admissions:** Submit the above required documents for admission to OSUIT. *Grady W. Clack Center*
 - ✓ **Assessment & Testing:** Compass Testing may be required for placement purposes. (All students will be required to take the Compass Assessment unless they can prove proficient in a subject area with ACT by obtaining sub scores of 19 or higher or have transfer credit.) *Grady W. Clack Center*
 - ✓ **Enrollment:** All Admissions requirements must be completed to enroll. Enrollment occurs in the academic department with the student's advisor. All New & Transfer Students must attend a CowboyUp! New Student Orientation during their first semester as a requirement for continued enrollment.
 - ✓ **Office of Financial Aid & Scholarships:** Complete the FAFSA application online at www.fafsa.edu.gov or visit with one of our Financial Aid Specialists. OSUIT's FAFSA school code is 003172. *Grady W. Clack Center*
 - ✓ **Scholarships:** Students will automatically be eligible for consideration for all OSUIT Foundation Scholarships when their FAFSA application, along with all financial aid paperwork is completed and student is enrolled as a full time student five weeks prior to the beginning of each semester. *Grady W. Clack Center*
 - ✓ **Veteran Services:** All Veterans, Spouses, and Dependents utilizing VA Benefits will need to submit a copy of their Certificate of Eligibility to the VA Coordinator. More information regarding Veteran and Military education benefits can be found at www.osuit.edu/admissions/veterans_affairs. *Grady W. Clack Center*
 - ✓ **Office of the Bursar:** Housing deposit, parking permit, meal plans, payment plans, and tuition should be paid in the Bursar's office. *Grady W. Clack Center*
 - ✓ **Student ID:** After students enroll, they may have their Student ID Card made. Students must present their class schedule to obtain ID. *Welcome Desk of the Grady W. Clack Center*
 - ✓ **Bookstore:** Shop for textbooks, supplies, and OSUIT school spirit merchandise at the campus bookstore located in the Student Union or online at www.osuit.edu/bookstore.
 - ✓ **Office of Residential Life:** Housing Contracts are made at the Office of Residential Life located in the Wilson Commons of Miller-Kamm Dormitories. The deposit for housing is made at the Office of the Bursar.
 - ✓ **Visit MyOSUIT and activate your Orange Key (O-Key) Account.** MyOSUIT is the student portal. Activate your O-KEY Account, create an OSUIT email account, check your grades, view your schedule, modify your enrollment, pay your bill, check your email, access the online classroom, and receive OSUIT notifications/alerts all from one convenient page. <http://okey.okstate.edu>