The College of Arts and Sciences Welcomes Y
GETTING STARTED

Helpful Links

accounts.ou.edu  Set up your on-line password and username.
ozone.ou.edu  Access Financial Aid info, enroll in classes, add and drop classes, look up schedule and view transcripts.
iadvise.ou.edu  Schedule Degree Check, and follow up appointments with your Academic Counselor.
cas.ou.edu  College of Arts and Sciences website. You can look up useful info for A&S students as well as find important forms and Departmental links.
exchange.ou.edu  Direct link to your OU email account.
ou.edu/advising  Add/Drop Procedures, Enrollment Tools and Advising Resources.

IMPORTANT PLACES TO GO

Administrative Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Admissions</td>
<td>Buchanan Room 130</td>
<td>405-325-2252</td>
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<td>Financial Aid</td>
<td>Buchanan Room 216</td>
<td>405-325-4521</td>
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<tr>
<td>Enrollment Srv.</td>
<td>Buchanan Room 230</td>
<td>405-325-3572</td>
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<tr>
<td>Bursar</td>
<td>Buchanan Room 105</td>
<td>405-325-3121</td>
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<tr>
<td>Veteran Srv.</td>
<td>Buchanan Room 330</td>
<td>405-325-4308</td>
</tr>
<tr>
<td>Housing/Food Srv.</td>
<td>Walker Ctr. Room 216</td>
<td>405-325-2511</td>
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<tr>
<td>Career Srv.</td>
<td>OMU Room 323</td>
<td>405-325-1974</td>
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Testing

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<tr>
<td>Math Placement</td>
<td>Wagner Room 270</td>
<td>405-325-4336</td>
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<tr>
<td></td>
<td>ou.edu/univcoll/home/academic_resources.html</td>
<td></td>
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<tr>
<td>Language Placement</td>
<td>Kaufman Room 228</td>
<td>405-325-6181</td>
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<td></td>
<td>mllab.ou.edu</td>
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Parking Permit

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<tr>
<td>Parking &amp; Transit</td>
<td>Robertson Room 311</td>
<td>405-325-3311</td>
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<td>ou.edu/parking</td>
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Student ID Card

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<tr>
<td>One Card Office</td>
<td>Student Union Room 126</td>
<td>405-325-3113</td>
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<td>ou.edu/onecard</td>
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Getting started with your OU online services

QUICK LINKS

✉️ OU EMAIL: exchange.ou.edu
❓ TECH SUPPORT: 405-325-HELP or visit itanswers.ou.edu
ℹ️ ACCOUNT INFO: account.ou.edu
🛒 IT STORE: itstore.ou.edu
📅 SCHEDULES & GRADES: ozone.ou.edu

Your OU Net account is created automatically after you are admitted to the University. Follow the steps below to access OU IT’s online services, such as email, enrollment and grades.

ACCOUNT ACCESS

1. Go to account.ou.edu and click: "New Users: Activate your account here."

2. Enter your OU Net ID (4+4) OR Social Security Number and Date of Birth (MM/DD/YYYY).
   - Your OUNet ID is the first four digits of your last name (lowercase) plus the last four digits of your 9-digit OU ID number.
   - Example: if your last name is Sooner and your OU ID number is 123456789, then your OUNetID is: soon6789
   - Following account activation, your OUNet ID acts as your username for accessing all online services.

3. Answer five password security questions.
   - (Remember your answers. You must answer these questions to reset the password.)

4. Create a complex password:
   - Between 8 and 32 characters long.
   - Consisting of upper and lower case characters.
   - Using either a number or a special character.
   - Disallowed special characters are @ , ' , ? , + , : , (space).

That's it! You're connected. You're ready to begin using OU's technology resources.
NETWORK REGISTRATION

On many networks around campus, including OUWifi and Housing wired connections, OU IT requires you to register your network-enabled devices (desktop, laptop, docking station, PlayStation, Xbox, mobile devices, etc.) before accessing Internet or network resources.

- Students must register once each school year (August)
- Faculty and staff must register once (at first login)

Registration empowers OU IT to proactively fight hardware theft, viruses, hackers, network issues, and copyright violations.

Please note: you must register each device separately for each network you access. For instance, if you register your laptop on OUWifi initially, you must complete the registration again when you plug your laptop into the wired network in Housing.

1. CONNECT. Turn on your computer.
   - WIRED: Plug your computer into an OU network port using and Ethernet cable.
   - WIRELESS: Connect to the OUWifi network using your computer’s built-in wireless network connection software (e.g. AirPort for Mac users).

2. LOG IN. Open your web browser. You will be directed to the NetReg login page. If you receive an error message or the page remains blank, enter https://net-reg.ou.edu (opens new window) in the web address bar of your browser and hit ENTER.
   - Enter your OUNet ID and password on the login page and click OK.
   - Note: If you have not activated your OUNet Account, select Guest from the login screen and create your OUNet Account (opens new window).

3. TUTORIAL AND QUIZ. Read the Copyright Awareness Initiative Tutorial. Continue through the tutorial by clicking NEXT on bottom of each page.
   To complete the 5 question quiz, click START QUIZ on the final page of the tutorial.
   - All quiz questions are covered in the tutorial.
   - You must answer all 5 questions correctly before you can continue.
   - You will be given multiple opportunities to complete the quiz.
   - After completing the quiz, you must read and accept the Affirmation of Compliance.

4. REGISTRATION INFORMATION. Fill in the requested information and click REGISTER to complete registration:
   - Description, i.e. My Laptop or Nick's Desktop
   - Model, i.e Macbook Pro
   - Operating System
   - Contact Phone
   - Contact E-Mail
   - Your MAC address
   - Your IP address (will be automatically entered)

5. RE-START. When you see the success page, click LOG OUT, then re-start your computer. You should now be connected to the Internet. If you cannot access the Internet:
   - Clear your browser's cache;
   - Try the common questions section below; or
   - Call OU IT at (405) 325-HELP.
1. Getting Started
Get Advised - All undergraduate students, with the exception of some Business students, still must be advised before they can register.
Check Advising Status - see if your advisor has cleared your advising flag.

In oZone, click on the Academics tab and click on the Check Advising Status link in the Enrollment Tools box.

2. Check for Holds
Use Enrollment Window and Registration Status to Check for Holds - Students could have holds that will stop them from registering. Registration Status will indicate if there are any holds, and there is a link on the Registration Status page to View Holds. You can also see your Registration Time in Registration Status.

3. Look Up Classes
Prior to your registration time, you can search classes using the Look Up Classes link.
- Narrow your search by using any combination of 15 different search criteria, with the Advanced Search option. (see page 3)
- General Education categories, Bio-Station, Honors and Upper Division courses are all in the Attribute Type list.
- The % symbol is a wild card that can be used in combination with other search criteria.

4. Enroll and Add/Drop
When your Registration time comes, click Enroll and Add/Drop and select a registration term. The Add or Drop page includes an Add Class Worksheet and Current Schedule.

TO ENROLL (add classes):
Enter CRNs in the Add Classes Worksheet and click Submit Changes.

OR
Search for classes and add them to your schedule.

TO DROP A CLASS:
Select an option in the Action pull-down list and click Submit Changes.
LOOK UP CLASSES:

Select Term or Date Range

Select a term from the drop-down box OR search by date range if you are looking for classes that do not meet the full term.

Search by Term:

None

OR

Search by Date Range (MM/DD/YYYY):

From: [ ] To: [ ]

Submit  Reset

RELEASE: 8.5.1

1. Select Term or Date Range and click submit.

2. Choose a subject or subjects from the drop-down menu. (Hold Ctrl and click mouse to select more than one subject.) Click the Course Search button.

3. Select the class that you want to view from the provided list.

4. View the selected course information.
ADVANCED SEARCH OPTION:

To highlight all subjects “select the top subject, then press shift + End (key)”

To look for a specific course level, you can search “3%” to bring up only 3000 level courses, etc.

You can find a specific general education category by looking in “Attribute Type”