

STUDENT CHECKLIST



- **New Student**
 - Application for Admissions
 - Official High School transcript or GED scores
 - ACT Scores
 - Compass Assessment
 - Immunization Records

- **Transfer Student**
 - Application for Admissions
 - Official High School transcript or GED scores
 - ACT Scores
 - Compass Assessment
 - Official College transcript
 - Immunization Records

- **Returning Student**
 - Application for Admissions
 - Official college transcripts from all colleges attended since last attended OSUIT.

Prior to enrollment students are required to pay a \$50 Enrollment Deposit and complete the Bursar Authorization Form at the Bursar's Office.

- **Assessment & Testing:** Compass testing may be required for placement purposes. (All students will be required to take 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**
- **Bursar's office:** Enrollment Deposit, Bursar Authorization Form, Housing Deposits, Parking Permit and pay your tuition. **Grady W. Clack Center**
- **Financial Aid:** Complete FAFSA application online at www.fafsa.ed.gov or with the Financial Aid office. **OSUIT school code is 003172. Grady W. Clack Center**
- **Veteran's Affairs:** All VA students will need to visit with the VA representative. **Grady W. Clack Center**
- **Scholarship:** Submit Foundation Scholarship Applications. **Grady W. Clack Center**
- **Enrollment:** Enrollment occurs in each department. **All admissions requirements must be completed and an enrollment clearance form must be presented to department advisor.**
- **Student ID card:** Your first card is free. You can have this made once you are enrolled at the front desk located in the **Grady W. Clack Center**. Please have your class schedule available to obtain your ID.
- **O-Key Account:** This is your campus wide email account. You will activate this account on any computer after you are successfully enrolled and receive your CWID (Campus wide ID) number.
- **Residential Life:** Housing contracts are made at the Residential Life office located in the **Wilson Commons of Miller-Kamm Dormitories**. Your deposit for housing is made at the Bursars office.
- **Bookstore:** Purchase textbooks and supplies located in the **Student Union**.