Oakwood UNIVERSITY

Listed below are the steps to complete your enrollment process at Oakwood University:

1 PAY INTENT TO ENROLL FEE

- ⭕ *Once your Oakwood Student ID Number and Email are created,* you will receive an email directing you to check your Application Status Portal.
- ⭕ *There, you will find your new Student ID number,* instructions for setting up your "myOakwood" Single-Sign-On (SSO) credentials and other important announcements about your enrollment status.
- ⭕ *Next, contact the Cashier's Office* at **256.726.8429** with your new Oakwood ID number to make your non-refundable US $200 Deposit.
- ⭕ *If you experience technical difficulties,* submit an email ticket to the IT helpdesk for support: **helpdesk@oakwood.edu**.

Email: Admissions@oakwood.edu • Location: Cunningham Hall • Phone: 256.726.7356

- ⭕ First-time Freshmen Women – *CARTER HALL:* **carterhall@oakwood.edu**
- ⭕ Transfer Women – *WADE HALL:* **wadehall@oakwood.edu**
- ⭕ First-time Freshmen Men – *HOLLAND HALL:* **hollandhall@oakwood.edu**
- ⭕ Transfer Men – *EDWARDS HALL:* **hollandhall@oakwood.edu**
- ⭕ *OFF CAMPUS* Applications – **studentlife@oakwood.edu**

2 REGISTER FOR CLASSES

- ⭕ *Work with your CSS Advisor* to register for classes.

Email: studentsuccess@oakwood.edu • Location: Cunningham Hall • Phone: 256.726.7402 Ext. 7402

3 SELECT HOUSING

- ⭕ *Go to* **my.oakwood.edu**; login to MyAbode
- ⭕ *Followsteps* shown to select your housing and meal plan.

Email: housing@oakwood.edu • Location: Blake Center • Phone: 256.726.7398

4 FINANCIAL AID

- ⭕ *FAFSA (Free Application for Federal Student Aid)* - complete 2023-2024 FAFSA at **https://studentaid.gov** (school code: 001033)
- ⭕ *Net Partner -* review your offer letter and accept or decline offered financial aid at **https://netpartner.oakwood.edu/NetPartnerStudent**
- ⭕ *Student Forms -* submit verification and other required financial aid documents at **https://oakwood.studentforms.com** (formerly VerifyMyFAFSA)
- ⭕ *ASGP (Alabama Student Grant Program) -* Alabama residents, complete your application at **https://www.ache.edu/wp-content/Grants/ALA-STUDENT-GRANT-PROG-FORM-2023-2024.pdf** and submit application and supporting documents to **finaid@oakwood.edu**
- ⭕ *Scholarships -* Apply for scholarships *NOW*: United Negro College Fund **https://uncf.org/** and Thurgood Marshall College Fund **https://www.tmcf.org/**
- ⭕ *Financial Aid Check-in -* Call to schedule an appointment with your Financial Aid Counselor

Email: finaid@oakwood.edu • Location: Cunningham Hall • Phone: 256.726.7210

5 STUDENT ACCOUNTS

- ⭕ *Registration Clearance -* schedule an appointment with your Financial Aid Counselor *via WaitWell (see QR code)* ↗
- ⭕ *Review Course and Fee Statement* online at **my.oakwood.edu**
- ⭕ *Make your payment* to financially clear before the first day of class.
- ⭕ *PayONLINE* at **my.oakwood.edu** OR call Cashier's Office: **256.726.8429**
- ⭕ *To financially clear,* make your payment of at least 80% including a payment plan for any remaining balance. Payment Plan Info: **borrower.ecsi.net** or **866.927.1438**
- ⭕ *Books can be ordered* by contacting Mr. Theron Thomas by email at **tthomas@oakwood.edu**

Email: ousa@oakwood.edu • Location: Cunningham Hall • Phone: 256.726.7383

...steps to complete your enrollment process at Oakwood University, continued.

6 NEW STUDENT ORIENTATION

Attend New Student Orientation on <u>October 4-5, 2024</u>. You will receive information closer to the date.

Email: studentsuccess@oakwood.edu • Location: Cunningham Hall • Phone: 256.626.7145

7 STUDENT PHOTO ID

❍ *Take your Photo ID picture* after receiving Financial Clearance.
❍ *Move into your residence hall* after you have received your OU campus Photo ID.

Email: studentlife@oakwood.edu • Location: Blake Center • Phone: 256.726.7398

8 STUDENT EMPLOYMENT

❍ *All students seeking* on-campus employment must complete the E-Verify Process.
❍ *E-Verify requires* presentation of original documents (no mail-in, emails, faxes, or copies) from List A or B and C.

See list of acceptable documents at: **https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents**
Location: Cunningham Hall • Phone: 256.726.7133

9 INTERNATIONAL STUDENTS

❍ *Be prepared to register your attendance to Homeland Security with the Designated School Official (DSO) at the beginning of the semester once you have financially cleared.*

Email: f1students@oakwood.edu • Location: Cunningham Hall - 2nd Floor, Room 222 • Phone: 256.726.7031

10 HEALTH SERVICES

❍ *Create your CastleBranch Account* by visiting the CastleBranch portal: **portal.castlebranch.com/kw02**
INSTRUCTIONS:
❍ *Click Place Order* > Select please select > click "**KW02im**"Compliance Tracker"
❍ *Select "I have read order instructions" -* Click to Continue to the order review (*You will not have to enter any payment information).
❍ *Create the Account -* Enter your Oakwood student ID# as your pin. *Create an account with your email as your username and create your password. Then follow the prompts.*
❍ *After an account is created,* upload all required health *information as a PDF document* to your CastleBranch account.

THE REQUIRED FORMS ARE:

1. *Consent to Treat*
2. *Immunization (To be submitted for the following: Tuberculosis skin test, or T-spot, or QuantiFERON TB Gold (if applicable), Tdap, MMR #1, MMR #2, Meningitis, and Hepatitis B.)*
3. *TB Screening Questionnaire*
4. *These forms are available at https://linktr.ee/oakwoodhealthservices*
5. *Health Insurance Waiver/Enrollment LINK: –* The United Healthcare Student Resources (UHCSR) link will be available and active January 3 to January 16, 2024. Students who are waiving will be required to upload a copy of their insurance card (front and back) to be verified for approval. If your card is denied, you will have an opportunity to appeal.
6. Those who are enrolling will access the link and complete the required information. You should receive an email once your enrollment or waiver has been completed.
7. *You may also access all forms in the CastleBranch portal* or use the following QR Code. ↗
Email: ouhs@oakwood.edu • Phone: 256.726.7480/7482
Location: Community Health Action Center (CHAC) at the Huntsville Hospital Physician's Care Clinic side on the right side 1863 Sparkman Drive Huntsville, AL 35816

NOTE: Forgot Your Password? Email helpdesk@oakwood.edu for support.

SUCCESS HAS AN ADDRESS **Oakwood UNIVERSITY**

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