

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

2 REGISTER FOR CLASSES

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

Email: studentsuccess@oakwood.edu • **Location:** Cunningham Hall • **Phone:** 256.726.8257

3 SELECT HOUSING

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

Email: studentlife@oakwood.edu • **Location:** Blake Center • **Phone:** 256.726.7396

- 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

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** - Call to schedule an appointment with your Financial Aid Counselor
- **Review Course and Fee Statement** online at my.oakwood.edu
- **Make your payment** to financially clear before the first day of class.
- **Pay ONLINE** 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**
- **Fall Semester ZOOM** Clearance begins July 10, 2023; Mon-Thurs: 9:00 a.m. – 3:00 p.m.; **ZOOM ID: 2567267383**
PASSWORD: FALL2023
- **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 CONTINUED ➡

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

6 NEW STUDENT ORIENTATION

- Register for New Student Orientation.
- Complete form at <https://forms.office.com/r/tLUpy7wy8MR> or use the following QR Code. ➔

Email: studentsuccess@oakwood.edu • Location: Cunningham Hall • Phone: 256.726.7146



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: 256.726.7396

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

- Register your immigration status immediately upon your arrival to campus at the beginning of the Fall semester.

Email: f1students@oakwood.edu • Location: Cunningham Hall • 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 > 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. You will then use your email as your username and create a password.
- After account is created, upload all required health PDF documents to your CastleBranch account.

THE REQUIRED FORMS ARE:

1. Consent to Treat
2. Immunization (to be submitted for the following: Tuberculosis Test, Tdap, MMR #1 and MMR #2, Meningitis waiver, Hepatitis B waiver)
3. TB Screening Questionnaire
4. Medical History & Physical
5. Health Insurance Waiver/Enrollment – requires an insurance card copy (front and back) if desiring to waive - to be turned in no later than August 18, 2023. These forms are available at <https://linktr.ee/oakwoodhealthservices>.

- You can also access all forms in the CastleBranch portal or use the following QR Code. ➔

Email: ouhs@oakwood.edu • Location: Community Health Action Center (The Physician's Care Clinic side)
• Phone: 256.726.7480/7482.

