

A Partnership for Oklahoma

Gateway Program

Student Checklist: What to do before classes start

1. Talk with Financial Aid to be sure you have all the right documentation.
(Room 158 Cowboy Mall) Pg. 2
2. Get your NOC ID (Main office 160 Cowboy Mall) Pg. 3
3. Get your NOC Username and Password from MyNOC. – Pg.4 <http://portal.noc.edu/ICS/>
4. Open Campus connect and your NOC Email. [Use Campus Connect to reprint your schedule](#) Pg. 5-6
5. Login to your Blackboard Account (You won't be able to see your classes until school starts.) pg6-7
6. Go find your classrooms Pg.7-8
7. Know your Tuition due dates and Add/Drop dates Pg.8
8. 5-7 days after you have enrolled go to the O-Key (Orange Key) website and
Activate your account. <https://app.it.okstate.edu/okey/>. Pg9-10
9. After you have activated your O-Key account go to Math and Science 113 to get
your OSU ID. Pg.11
10. Apply for housing (If you want to live on the OSU campus) after you have activated your O-Key
You can apply for housing at <http://www.reslife.okstate.edu/> Pg. 12
11. Get your parking permit (if you are commuting and not riding the bus).
Pg.13 <https://okstate.t2hosted.com/cmn/auth.aspx>
12. Get your books. Student union or <http://www.nocbookstore.com/> Pg.14
13. Login to your OSU Bursar. Pg. 15
14. Disability Services Pg. 16

1- Financial Aid

Steps for applying for Federal Financial Aid:

- Our Financial Aid office is located at Cowboy Mall room 158
- Phone # 405.744.2205
- Complete the Free Application for Federal Student Aid (FAFSA) and submit it online by going to www.fafsa.ed.gov.
****Be sure to sign the application and list NOC as a school to receive the Student Aid Report by using the Institutional Code (003162.)**
- When NOC receives the Student Aid Report, the student will be notified and asked to complete additional documentation.
****If the student has not been notified by NOC within two weeks of filing a completed FAFSA please contact the Financial Aid Office to see if they may need additional information.**
- If you are requesting student loans, you are required to complete Entrance Counseling and a Master Promissory Note on www.studentloans.gov ***before your loans can be awarded.***
- When all requested documents are received, NOC will evaluate the student file and send an award notification email offering the eligible federal aid.

**** The email will be sent to whichever email address the student gives on their file documents.**
- Accept or decline the offered awards online by following the step-by-step instructions given in the award email. Financial aid will be accepted through the Campus Connect system through the www.NOC.edu website.

*Remember that continued eligibility for all federal grant and loan programs **depends upon the student's academic progress.** A summary of requirements will be included with award letter. A detailed explanation of our policy is included in the student handbook.*

Payment Plans

- If you don't get financial aid and you don't have enough money to pay for your school right now, you can apply to be put on a payment plan.
- Payment plan benefits - easy online enrollment, flexible payment options and NO interest.
- Start with a \$25 nonrefundable enrollment fee per term
- Go to www.noc.edu
- Login to CampusConnect
- Click "Account Status"
- Choose semester and click "Submit"
- Scroll to the bottom and then click on "Pay by FACTS"

2- NOC ID



- **ALL NOC** students must have an NOC ID
- Refunds are credited to the NOC MasterCard account unless other arrangements have been made.
- To get your NOC Card you will need: Driver's License and Student ID number
(Under 18 requires parent's signature.)

Frequently Asked Questions:

1) Is my card secure?

Yes. Your balance is protected. Never give anyone your card number, expiration date, security number or PIN number unless you are making a purchase. This is information that they do not need.

2) How do I use my NOC Card?

You can activate your card by performing a Balance Inquiry at any ATM, using your PIN number. After activation, you may use your card at most ATMs and at all merchants who accept MasterCard, including merchants on the internet.

3) How do I put more money on my NOC Card?

Making a despoite to your account is easy:

- Online deposits at www.NOCcard.com
- In person at any Herring Bank branch
- By direct deposit from your employer
- By calling us at 866.348.3435 to assist you

4) Who do I call if I have any questions about my NOC Card?

For your convenience, call 866.348.3435 and please have your card or account number ready for verification.

5) How can I view my balance, review my transactions or order checks?

Enroll in Internet Banking by first calling 866.335.4318.

3-MYNOC- CAMPUS CONNECT

To access your NOC username and password.

- ✓ Go to www.noc.edu
- ✓ Click the MyNOC tab located towards the bottom right side of the page under College Resources.
- ✓ Click the NOC ACCESS tab

The screenshot shows the myNOC website interface. At the top, there is a navigation bar with the myNOC logo and the tagline 'Life changing'. Below the navigation bar, there is a search bar and a 'Login' button. The main content area is titled 'NOC Access' and features a red header with the text 'Please enter your Student ID and PIN:'. Below this header, there are two input fields: 'Student ID (No Dashes):' and 'PIN (Date of Birth MMDDYYYY):'. A button labeled 'Display my Northern Access Credentials' is positioned below the input fields. On the left side of the page, there is a 'Quick Links' menu with various links including 'myNOC Mobile', 'NOC's Website', 'Facebook', 'Twitter', 'Student Email', 'Campus Maps', 'NOC Board of Regents', 'Oklahoma State Regents', 'Information', and 'Contact Us'. An orange arrow points to the 'NOC ACCESS' tab in the navigation menu.

- ✓ Enter your NOC student ID number
- ✓ Enter your PIN as your birthdate (MMDDYYYY)
- ✓ Click "Display My Northern Access Credentials"

Your NOC **username** is: _____

And Password: _____

(Keep these in a safe place)

4-Campus Connect



Campus Connect can be used to:

- View or print your unofficial transcript
- Print your schedule
- Set up payments
- Accept your financial aid awards.
- Review your grades before they are put on your transcript.
- Review your holds
- Check your NOC account balance

NOC Email

Access NOC E-mail Address
 Go to www.noc.edu
 Click Student email under
 College Resources
 Log in using your
 NOC username and password.
 Email format is
username@students.noc.edu

To forward your NOC Email account.

Log In

- ✓ Go to the Options tab located at the lower left hand of the screen.
- ✓ Click local account
- ✓ Then Forwarding
- ✓ In the forwarding box put the email address you want to forward to.
- ✓ Log out 😊 done

How to print your schedule.

- ✓ Login to MyNOC
- ✓ Click the Campus connect tab
- ✓ Go to Registration option and a dropdown list will show up
- ✓ Click Schedule
- ✓ Select Current Semester
- ✓ Click Display Schedule
- ✓ Go to the upper right corner to the print icon to print the schedule.

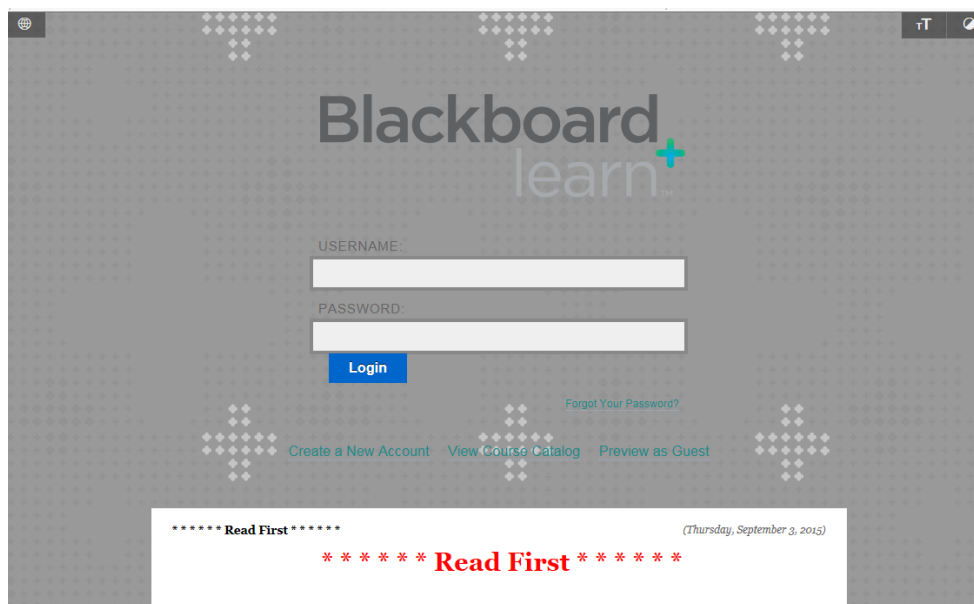


5- Blackboard

<https://nocbb.onenet.net/webapps/login/>

Login using your **NOC username and password**.

On Blackboard teachers will post current Grades, assignments, reminders about class.



Proper Use of NOC IT Resources

The intent of computing at Northern is to promote administrative, educational, and research efforts. In order to achieve this, computing ethics must be promoted at all times and the following terms and conditions must be adhered to:

- The transmission of any information, which would be abusive, profane, or sexually offensive to the average person, is prohibited. Northern reserves the right to monitor electronic transmissions on the internet.
- Use of the Internet to conduct any business or activity or solicit the performance of any activity, which is unlawful, is prohibited.
- Users are expected to follow normal standards of ethics and polite conduct in their use of computing resources.
- The institution reserves the right to limit access to Web sites that allow or display abusive obscene, profane, degrade performance of resources or circumvent computer security measures.

****When misuse is discovered, disciplinary measures will be taken against the misuse.**

****The Student Services Office of Northern or its designee, will review violations on a case-by-case basis.**

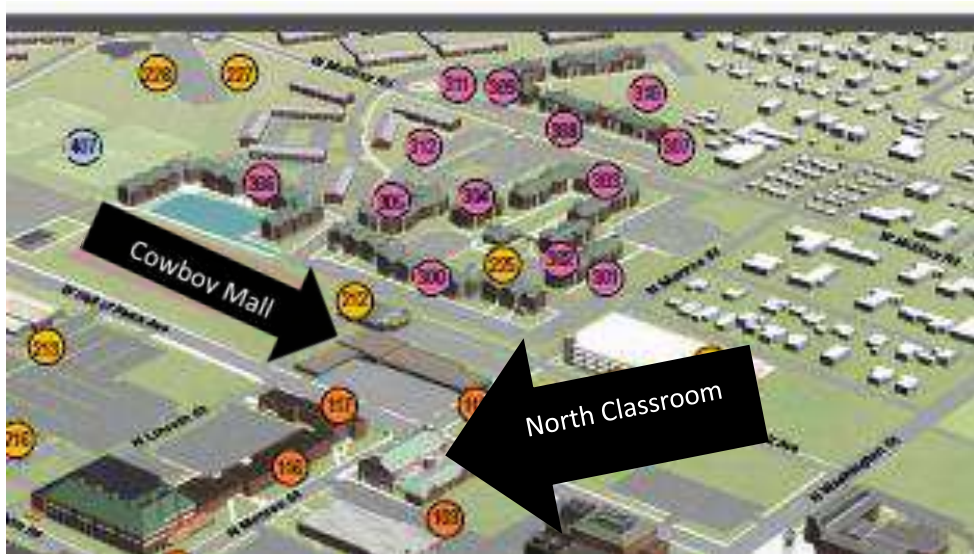
For questions about:

Campus Connect- (580)628-6344 Blackboard- (580)628-6339 MyNOC- (580)628-6330

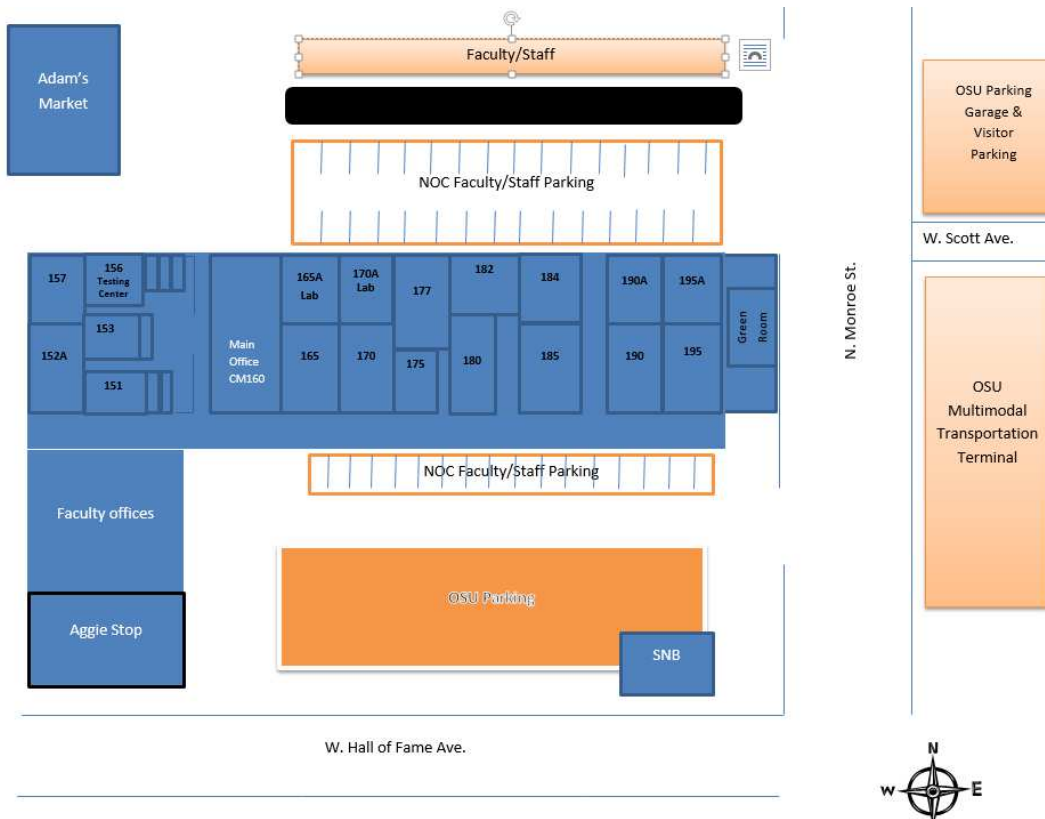
Email- (580)628-6291 General IT Helpdesk- (580)628-6291

6-Classrooms

Classroom Locations CM= Cowboy Mall and NCB = North Classroom Building



Cowboy Mall Map



7-Dates to remember

Tuition:

Tuition is due on **January 11, 2016**.

Any tuition not paid by March 11, 2016 will have a 10% penalty assessed to it.

Adding and Dropping Classes:

The last day to add/change your class is Wednesday **January 13th, 2016**

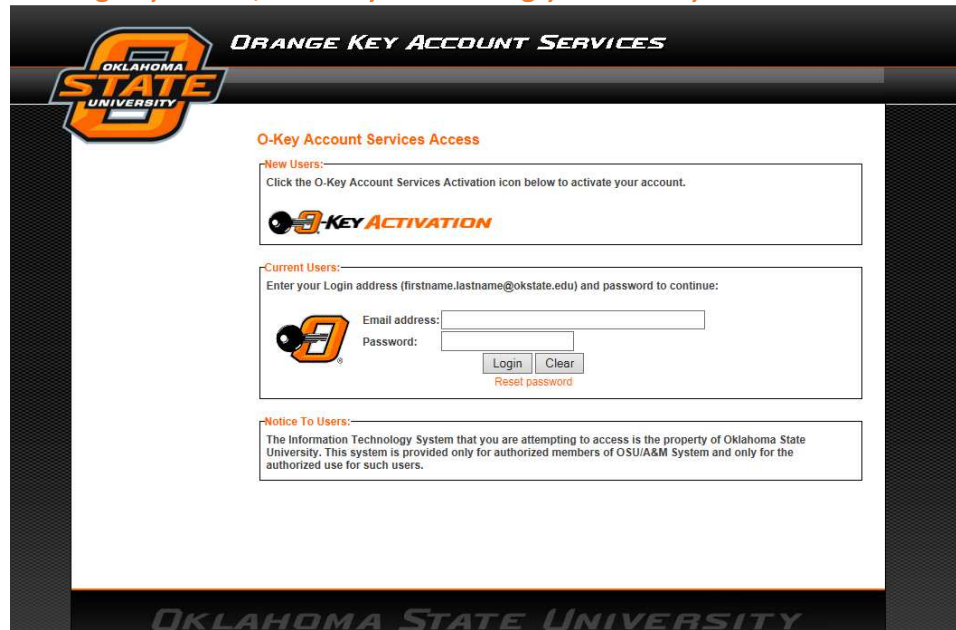
The last day to drop a class with a full refund is Friday **January 22, 2016**.

For further questions please contact our main office at (405) 744-2246.

8-O-Key Account & OSU Email

When you are an NOC Stillwater student you have an OSU student ID, email and bursar account because you pay the fees to be on the OSU campus. To access the campus you will need to get your OSU ID.

To get your ID, start by activating your O-Key account



The screenshot shows the 'ORANGE KEY ACCOUNT SERVICES' page. At the top left is the Oklahoma State University logo. The page is divided into three sections: 'New Users', 'Current Users', and 'Notice To Users'. The 'New Users' section contains a text box with instructions and a 'KEY ACTIVATION' button. The 'Current Users' section contains a text box with fields for 'Email address' and 'Password', and buttons for 'Login', 'Clear', and 'Reset password'. The 'Notice To Users' section contains a disclaimer about the system's ownership and authorized use.

What is O-Key?

O-Key is Oklahoma State University's centralized web based account management and service provisioning system. **One of O-Key's core functions is to provide a single secure user ID and password that can be used to access OSU services.** After completing your student enrollment or filling out your employment paperwork, you will be eligible for an O-Key account (visit <http://okey.okstate.edu>). By activating your account, you can set up your e-mail address, create an e-mail account to the OSU provided Exchange/Outlook services and set up your emergency and directory contact information.

To Activate the O-KEY Account

1. Go to <http://okey.okstate.edu>
2. Click on the O-Key Account Activation button on the main page.



3. Enter the first two letters of your last name, the last five digits of your Social Security Number (or OSU Identification Number), and your date of birth in the appropriate fields.

*Attention International Students: If you do not have a social security number, please enter the last 5 digits of your temporary student identification number.

4. You will be asked to enter a PIN # that will be emailed to you at the personal email address you listed on your application.
5. Once all information has been entered successfully, you will be guided through an activation wizard that will help you obtain an O-Key username, password and email address. Upon completion of the activation wizard, it may take 24 hours before your new account is ready to use.

Points of interest in O-Key

Campus Alerts: You will be asked to provide emergency contact information that will be used for the Campus Alert system. You can enter your phone number to receive text messages and/or voicemail alerts. The Campus Alert system will notify you via text message and/or voicemail regarding emergencies on campus. This information is confidential and will not be used for communicating anything other than actual emergencies.

E-mail Forwarding: You have the option of using the OSU Outlook/Exchange e-mail system, or you can opt to have your e-mail forwarded to another e-mail address. You may change your e-mail destination any time by logging into your O-Key account and click on "E-mail Destination."

Note: If you forward your e-mail to another account, it will not be accessible from the OSU Outlook/Exchange system. Also, all previously received e-mail messages will be deleted.

Password Expiration: O-Key passwords expire every 120 days to ensure the security of your account. You will receive an e-mail notifying you of your password expiration 30 days before it is set to expire, or you can monitor this on the first page of your O-Key account.

For questions about your O-Key account, please contact the IT Helpdesk at

helpdesk@okstate.edu

or (405) 744-HELP (4357).

9-OSU Student ID

(If you are going down South on Monroe from Hall of Fame, the Math and Science building is the 5th building on your left.)



The Student ID card can be obtained at **113 Math Sciences** in the IT Help desk area.

Your ID Card can be used for:

- Photo identification
- Access to certain buildings and facilities on campus
- Charges to your OSU Bursar account
- Access to a variety of campus events and services



10-Residential Life



To Apply for Residential Life

1-go to www.reslife.okstate.edu

2-Click Apply Now (at the top right corner)

3-Log In using your **OKEY Account** – You must have an OKEY account to apply for housing.

For questions concerning Residential Life, please call 405-744-5592

| Applications for following terms will be available after 10:00a.m. on: | |
|-------------------------------------------------------------------------------|-----------------------------------------------|
| • Academic Year 2016-2017 term | October 1, 2015 |
| • Spring 2016 term | October 1, 2015 |
| • Summer 2016 term | April 11, 2016 |
| • Academic Year 2017-2018 | October 3, 2016 |
| • Family and Graduate Housing | Open year-round with renewal periods in April |

After you enter your OSU OKEY account name and password, which is the same as what you use to get your OSU email account, you will be able to apply for Single Student Housing or Family & Graduate Student Housing (FGSH). Single Student Housing is typically for students under 25 and seeking their undergraduate degree. FGSH is reserved for families, graduate students, and if space available, undergraduate students.

We will send you housing messages to your OSU email account, so **be sure and check your email often.**

More than 6,000 students call the OSU campus home. Here, your residence is more than just a place to sleep and eat. We provide exciting, active communities that promote a student's personal and academic well-being.

Twenty-six residence halls, over 30 dining options, and seven family-first apartment neighborhoods provide alternatives to fit every need. From intramural sports teams to study sessions to hall government meetings, there are plenty of activities in which to get involved. And as a member of your floor, hall, or neighborhood, you will have the opportunity to make and carry out decisions that will affect you and your fellow residents. You will make friends that will last a lifetime, and discover all kinds of new and exciting things.

11- Parking Permit & Transit


To purchase a parking permit go to www.parking.okstate.edu

- Click “Purchase a Permit”

Log in using your OKEY account - You must have an OKEY email account to purchase a parking permit.

- For questions concerning parking, please call: **405-744-6525**

Vehicles parked on the OSU campus must purchase and display a parking permit annually, unless the vehicle is parked in a pay facility (i.e. garage or metered space). Any motor vehicle parked on university property between the hours of 5 a.m. to 5 p.m., Monday through Friday, **must display a valid OSU paid parking permit**. All OSU parking permits and registration decals, regardless of when they are issued, expire on July 31 of each year, with the exception of bicycle permits that expire on May 31st of each year. Updated permits and decals are required for each new academic year. Hang or cling parking permits are transferable only between vehicles and not individuals. You are required to park in the designated areas determined by your permit. To view the bus routes, schedules and maps go to www.transit.okstate.edu; For questions concerning transit, please call: **405-744-2832**

| Bus Schedules | Comments |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Black Route (North) | Goes to Athletic Ave, Student Union, HBRC, Ag Hall, Lot 74, Peterson-Friend- Kamm, Kerr Drummond, 6:20am – 6:00pm 10 min frequency |
| <u>Orange Route</u> | Goes to Student Union, HBRC, Willham & Walnut, Ag Hall, Student Union, Minutes after the hour. 6:30am-6:00 pm. |
| <u>Gold Route</u> | Goes to the Student Union, HBRC, Willham & Walnut, Kamm-Peterson Friend, Ag Hall, 5:45pm-10:35pm & 6:25am- 7:15pm 30 min frequency. |
| <u>Blue Route</u> | To Gallagher-IBA, Main & Hall of Fame, McElroy & Main, Boomer & Duck, Boomer & Franklin, University Estates, Stillwater Airport, Washington & Airport. 6:20 am- 6:45p.m. 30 min frequency |
| <u>Brown Route</u> | Goes to Student Union, 4 & Washington, Stillwater Medical Center, 19 th & Western 19 th and Shalamar, 15 th & Shalamar, West Wal-Mart, Technology Park. 6:20 am- 7:11 p.m. 60 min frequency |
| <u>Green Route (Off-campus Night Services)</u> | Off-campus Night Services during spring and fall semesters 7pm – 1030pm Gallagher-Iba Lot 4, Main & Hall of Fame, McElroy & Main, Boomer & Duck, Boomer & Franklin, Boomer & Lakeview, Lakeview & Husband, Krayler & Hartford, East Wal-Mart, 6 th & Perkins, 7 th & Main, 6 th & Monroe, Arrive OSU |
| <u>Gray Route (summer)</u>  | Goes to East Wal-mart, Hall of Fame & Perkins, Krayler & Hartford, Kraylor & Perkins, Lakeview & Perkins, Mercury & Perkins, Links Apts, Richmond & Perkins, Knotts & Perkins, Redbud & Perkins, McElroy & Perkins, Student Union. 6:20 am- 6:45pm 30 min Frequency |
| Gray Route (REG) | Goes to Mexico Joe’s, Pizza Hut, Redbud & Perkins, Krayler & Hartford, Krayler & Perkins, KNotts & Perkins, Lakeview & Perkins, Mercury & Perkins, Links Apts, Richmond & Perkins, Staples, Food Pyramid. 6:20am-6:45pm- 30 min frequency. |
| <u>Purple Route</u> | Goes to 4 th Monroe, South Greek Area, Squires Landing, West Braum’s, 6:20 a.m. to 6:50 pm- 30 min frequency |
| <u>Scarlet Route</u> | To Gallagher IBA Lot 4, Student Union, 11 th & Duncan, 7 th & Lewis, 6 th & Jardot, Creekside Apts, Depart 6 th & Villa, Vintage Apts,Public Library, Downtown, City Hall, and Highway 51 East- 6:20 am-7:00 p.m., 60 min frequency |
| White Route | To Lot 4 GIA, Stillwater Flats, Perkins RD Wal-Mart, Hobby Lobby, The Grove, Student Union, Bennett Hall, OSU bus terminal- 6:20 a.m. – 6:45 p.m. 30 min frequency. |

12- Books

You can get your books from:

The OSU student Union

Students are able to charge to their OSU Bursar Account.



NOC bookstore – online

Go to <http://www.nocbookstore.com/>

- ✓ Click the Textbooks Tab
- ✓ Then Buy/Rent Reserve
- ✓ Select the current term
- ✓ Select the Department (example: Biology, Accounting, English)
- ✓ Select the course number (this will be found on your schedule) (example: BISI **1114**- 551)
- ✓ Select the section number (Also on your schedule) (example: BISI1114 – **551**)

you are not logged in [Login](#) My Cart 0 items

HOME **TEXTBOOKS** MERCHANDISE FOR FACULTY CUSTOMER SERVICE

Search by Course | Buy Textbooks

Northern Oklahoma College Bookstore makes it easy to find the exact textbooks you need for every class. For each class, simply select the Term, Department, Course and Section to see a list of the required and optional texts and materials as specified by your instructor.

Search By Course

Term
STILLWATER - SPRING 2014-STILLWATER

Select a Course

| Department | Course | Section |
|------------------------------|--------|-------------------------|
| FACT-ACCOUNTING | 1114 | 551/851 MARTIN, SHERRIE |
| ART-ART | 1214 | 552/852-MONKS, DAVE |
| BIO-BIOLOGY | 1114 | 553/853-FACULTY |
| BSAD-BUSINESS ADMINISTRATION | 2214 | 554/854-MARTIN, SHERRIE |
| BSCI-BASIC SCIENCE | | 555/855-MONKS, DAVE |
| CD-CHILD DEVELOPMENT | | 556/856-DAVIS, C |

Displaying Textbooks for BISI - 1114, section 551/851 (MARTIN, SHERRIE)

City

1

Usually ships in 1-2 business days

Quick Select: Required Recommended Optional

add selected books to cart

- ✓ Select the book you want
- ✓ Click Add selected book to cart
- ✓ Sign in with your NOC email and password.

****Students can have their books couriered to Stillwater free of charge.**

****Students must have financial aid in place or pay at pickup to purchase books from NOC.**

AND [Hall of Fame Book Trader](#) 405-624-0800
(Students can use their OSU ID to charge to their OSU bursar.)

13- OSU Bursar

Use your [OSU email and password](#) to login to SIS (Student Self Services)

STUDENT SELF-SERVICES HELP | PRINT | EXIT

OKLAHOMA STATE UNIVERSITY

Student Self-Services Login

Student Self-Services Availability:

- Monday: 12:00 a.m. to Midnight
- Tuesday thru Friday: 7:00 a.m. to Midnight
- Saturday: 8:00 a.m. to 6:00 p.m.
- Sunday: 7:00 a.m. to Midnight

O-Key Login Address:

Password:

[Forgot Your Password? Create a new one!](#)

Alternate Login
(use if you do not have an O-Key)

Oklahoma State University Offices are open between 8:00 a.m. and 5:00 p.m. central time.
For Additional Information click [here](#).

RELEASE: 1.20 powered by
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Once logged in, look under "Payment Info" for:

- **Bursar Services** - Connect to Bursar Services to do the following:
 - View your bill
 - Enroll in a semester monthly payment plan
 - View your bursar account activity
 - Make payments and store payment profiles
- You can authorize others (such as your parents or guardians or spouses) to access your bursar account information, set-up a payment option plan, and make payments on your account.

13- DISABILITY SERVICES

The screenshot shows the website for Student Disability Services at Oklahoma State University. At the top, there is a navigation bar with links for Academics, Student Life, Faculty / Staff, About OSU, Future Students, and Apply Now. A search bar is located in the top right corner. On the left side, there is a vertical menu with links to Home, About Us, News, Events Calendar, Search, Students, Student Veterans, Faculty Corner, Campus Access, AT / Web Access, Resources, Related Links, Complaints, FAQs, and Editor Login. The main content area features a large image of a graduation cap with 'OSU' on it, with the tagline 'create / innovate / educate / Go STATE' below it. To the right of the image is a 'LATEST SDS NEWS' section with links to 'Read&Write Gold 10 Available for Download!', 'Newsletter Fall 2012 - Volume 12, Issue 1', and 'Newsletter Spring 2012 - Volume 11, Issue 2'. Below that is a section titled '"DISABILITY" IN THE NEWS' with links to 'Disability Can't Stop Professor', 'The Autism Advantage', 'Climbing Wheelchair Finds Its Legs', 'World's First Armless Pilot Shares Message of Persistence', and 'Closed Captioning Not Provided?'. At the bottom right, there is an 'EVENTS CALENDER' for October 2015, showing the 23rd as the current date. Below the calendar is a link to 'OSU ADA CAMPUS MAP' and 'ADA Campus Map'. At the bottom left, there is 'CONTACT INFO' for Student Disability Services at 315 Student Union, Oklahoma State University.

<http://sds.okstate.edu/>
315 Student Union

Stillwater, OK, 74078 – 7051

Office Phone: 405-744-7116

Fax: 405-744-8380

8:00 a.m. – 12:00 p.m. & 1:00 p.m. – 5:00 p.m.

Student Disability Services (SDS) is committed to providing a community that ensures full participation for students. **SDS provides assistance to students that will facilitate their independence and academic progress.**

Academic support services includes:

- Specialized testing.
- Classroom accommodations.
- Accessible textbooks.
- **Access to Assistive Technology (AT)**