The Office of Global Affairs at the University of Central Oklahoma Welcomes You!

This booklet contains VERY IMPORTANT information that you must know prior to your departure.

1. Enrollment Steps – It is advisable to enroll as soon as possible to get into the classes you need.
2. On Campus Housing – A guide through the application process
3. Mandatory International Student Orientation
4. Exchange Visitor Program – Immigration Regulations
5. General information and tips to maintain your J-1 Status
6. Things to do before coming to the USA – Checklist
7. Things to do once you are in Edmond, OK – Checklist
8. Who to contact with a particular question?
Important Tips:

Please read these tips VERY CAREFULLY

1. Confirm that there are no holds on your account.
   a. A “Hold” is a notification of an unmet admission requirement, which prevents enrollment into any course. A hold will be removed when the requirement is met.
   b. It is likely that a hold will exist because of missing immunization records.
      i. To remove the hold, please forward your immunization records to your admissions advisor.

Note: If you have any of the many possible types of holds, it will not be possible for you to enroll in courses at UCO.

2. Students from Europe or the Americas, please contact Mr. Marco Rodriguez (cgc@uco.edu). He will be solely responsible for assistance with enrolling in prospective courses.

3. Students from Asia (China, South Korea, Taiwan), please contact Mr. Weldon Rice (wrice3@uco.edu) Any other questions concerning thing like…
   holds, housing, cost, scholarship, visa, airport pickup, etc., contact your admissions advisor.

4. Immediately enroll in courses after you have received your confirmation of admission and login information for UCONNECT.
Note: It is important to enroll as soon as possible given that space in courses may be quickly filled. It is not possible to enroll in a course that is full.

5. Chosen courses are a matter between you and your respective home university; UCO does not have the capacity to approve the transfer of credits back to your home university.

6. Choose courses for which you know the prerequisites have been met.

7. Any transcripts requested for and sent to UCO are asked to be in English.
1. Enrollment Steps

Please read this information very carefully.

It contains VERY IMPORTANT information regarding your class enrollment

*Please do not wait until you arrive to UCO to enroll in classes.

*Please prepare your immunization records from your country if you can. If not, you can make new one at UCO.

This guide will help you with:

1. UCONNECT.
2. Enrolling in classes.
Enrollment steps

UCONNECT
UCONNECT is our computer system platform where you can find information such as: classes, account balances, schedules, emails, calendar, etc. This will be your first source of information. In order to login into UCONNECT you need your user name and password. **If you do not have your username or password contact immediately your admission advisor.**

Through UCONNECT, you will also be able to enroll, add and drop classes online. Visit [http://UCONNECT.uco.edu/](http://UCONNECT.uco.edu/)

Before learning how to enroll in classes, let’s review how to look for classes, schedules, codes, etc.

**Class schedule**
In order to check what classes are available, you need to go [www.uco.edu](http://www.uco.edu). Then, click on “A to Z Site Index” (look for the red circle shown on the picture).
Once you click on the “A to Z Site Index” you will notice that it is organized based on the alphabet. Scroll down to “C” and look for “Class Schedule”. Click on it. It should take you to the following page:

***Choose the term (Spring/Summer/Fall 20__) in the box located on the top left corner of the page.

The rectangle on the left on the left side shows all the subjects of the courses that will be available during a particular semester; for example, Economics, Management, English, Music, etc. The rectangle on the right shows the CRN number, code of the class, name of the class and professor, time, and location.

**How to read courses information?**

As an example, we will use “HUM 2113 General Humanities: Anc-Med”. The table below shows how to identify each component:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM</td>
<td>This is the course Prefix. It identifies that the course it is a Humanities course. Each subject has a different course Prefix. For example, ECON is Economics, GEO is Geography, and Marketing is MRKT.</td>
</tr>
<tr>
<td>2113</td>
<td>Identifies the course number. Each course has its own number. *See “Understanding the course number”</td>
</tr>
<tr>
<td>General Humanities: Anc-Med</td>
<td>This is the name of the course</td>
</tr>
</tbody>
</table>
*Understanding the course number

1. Each class varies on the amount of credit hours per class. In some cases classes are worth 3 credit hours, or 2 credit hours or 1 credit hour. The course number will tell you the value. For example, “CMSC 1513 Beginning Programming” The number “3” at the end of 1513 shows how many credit hours the class is worth. Basically, the last number indicates the amount of credit hours.

2. In the U.S. there are 4 different academic levels: **Freshman, Sophomore, Junior, and Senior**. You are a freshman when you are in your first year of school. As time passes, you become a sophomore, which is your second year, then Junior, and finally Senior (last year of school). Each level has a numeric representation, 1000 level being for a freshman year, 2000 level courses are for sophomore, 3000 level courses are for Junior, and 4000 level courses are for Senior. **The higher the number, the more complex the class.** For example:

   ACCT 2113 Accounting I: the number “2” on 2113 determines what level the course is. In this case, this class is for sophomores.

   ACCT 4363 Auditing: the number “4” on the 4363 determines that this is a class for seniors. Because of the level, this particular class will be more complex than the ACCT 2113.

**CRN:**
Before being able to enroll, you need to know which specific classes you want to enroll in by using the CRN. This number is located on the “Class Schedule”. You will use this particular number at the time of enrollment. The CRN is a 5-digit number that identifies the specific class that you will enroll in. For example:

MRKT 3013 Principles of Marketing

200123 hr 1 01/11/10 05/07/1 9:00 am9:50 M W F BUSJones, R. 0 -am 113
The blue digits are the CRN. Each session has its own specific number. This particular CRN describes the name of the course (MRKT 3013 Principles of Marketing), the time (M-W-F from 9:00am to 9:50am, the location (Business building room 113) and the professor’s name (Mr. Randall Jones).

**Prerequisites and Co-requisites:**
A prerequisite is a course, skill, or knowledge required to be completed **PRIOR** to taking another course. Prerequisites are established for courses requiring a specific background knowledge or skill level for successful completion. Most courses have more than one prerequisite.

Co-requisites are complementary courses which require concurrent enrollment and which together comprise a body of knowledge or skills for the student.

Prerequisites and co-requisites are established for the benefit of students. Insufficient background knowledge is an obstacle to success and often results in frustration, lower grades, and withdrawal. More study time and effort is generally needed if the prerequisite(s) have not been met.

Meeting prerequisites and co-requisites is the responsibility of the student. (Exceptions must be cleared by the appropriate department or instructor.) Prerequisites and co-requisites are listed in the catalog and on the web class listings. Some prerequisites may be taken concurrently, and are listed as such in the course descriptions.

For example:
In order to enroll “MRKT 4413 International Marketing”, you need to take “MRKT 3013 Principles of Marketing” You won’t be able to enroll MRKT 4413 until you have taken MRKT 3013.
This is how it looks on the Class Schedule when a class has a pre-requisite:

**ACCT 2133 Accounting II**

**Prerequisite(s):** ACCT 2113.

You cannot enroll in a class that has a pre-requisite unless you have met them. If you have taken the pre-requisites back home, you will need to show an official transcript in English to Mr. Rodriguez. We do not decide whether you can take a class or not. The faculty, after looking at your transcript, will make the decision.

** Desired Course List:**
If you have submitted all the proper documents to your admission advisor, you should be able to enroll in classes * See Helpful Tips. You can go ahead and enroll in classes without asking permission from UCO. Of course, your home institution should instruct you in what classes you should enroll at UCO. **If a class has no pre-requisites or requirements you can enroll without permission.** When you encounter a problem with a particular class please follow these steps:

1- Submit an email to Marco Rodriguez – **cgc@uco.edu** - with the following information.
   - Name:
   - Last Name:
   - UCO ID Number: Course:
   - For example: 20012 MRKT 3031 Principles of Marketing.

2- Attach your official transcript in English.
Please keep in mind that **we do not choose what classes you will enroll in. The course selection is between you and your home university. We just provide guidance on how to enroll for them. Note:** There is no need to request for classes with no prerequisites; you can go ahead and enroll without contacting Mr. Rodriguez. This will only delay your enrollment.

This is how the previous information should look like:

Name: Marco  
Last Name: Rodriguez  
UCO ID: *000000000  
Courses:  
20012 MRKT 3031 Principles of Marketing  
59865 ECON 2131 Principles of Microeconomics  
69821 SPAN 1227 Spanish I  
34967 HIST 2315 American History

Please notice that the “desired Course list” includes the CRN, the code of the class and the name. Keep in mind that if you do not write the CRN and the course code, we cannot assist you in enrolling the classes.

Now that you understand how to choose classes, Let’s explore how to enroll:

Step 1: You will have a hold on your account. This hold will prevent you from enrolling, adding, and dropping classes. This hold typically comes from the Health Center. You need to provide your immunization records as soon as possible to your Admission Advisor in the International Office. Remember, if you do not send this form, you will not be able to enroll.
Enrollment steps

Step 2: after you submit your Immunization records, Log on your UCONNECT account using your user name and password. [http://UCONNECT.uco.edu/](http://UCONNECT.uco.edu/)

Step 3: Click on “Academics”

Step 4: Scroll down to the bottom of the page.

Step 5: Click on “Add/Drop”
Step 6: It will take you to the following page where you can select the term:

Please keep in mind that there will be classes that you won’t be able to enroll in for many possible reasons, such as: prerequisites, academic level, professor’s permission, full class and other causes. See useful tips in order to avoid these situations.
Helpful tips:

- Make sure that you have submitted your Immunization Records form. **If you have not sent your Immunization Records you cannot enroll in classes. Please send them as soon as possible to your Admission Advisor.**

- If you would like to enroll a class that has a prerequisite and you have taken that prerequisite course in your home institution: **Please provide a course description and your transcript in English. In this situation, the Office of International services will present these two documents to our faculty. They will decide whether you can enroll the class or not.**

- Because you are an International Student, it is mandatory to enroll at least **12 credit hours** per semester to maintain your J-1 status. In some cases, due to the nature of the program, you will need to enroll for more than 12 credit hours. Please check with your home institution about how many credit hours you need to meet their requirements. In some cases classes are worth 3 credit hours, 2 credit hours or 1 credit hour. You can enroll in as many classes as you want, as long you have at least 12 credit hours. For example, look at the two following options:

<table>
<thead>
<tr>
<th>Option A</th>
<th>Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A is worth <strong>2 credit hours</strong></td>
<td>Class A is worth <strong>3 credit hours</strong></td>
</tr>
<tr>
<td>Class B is worth <strong>1 credit hour</strong></td>
<td>Class B is worth <strong>3 credit hours</strong></td>
</tr>
<tr>
<td>Class C is worth <strong>3 credit hours</strong></td>
<td>Class C is worth <strong>3 credit hours</strong></td>
</tr>
</tbody>
</table>
Enrollment steps

Class D is worth **3 credit hours**

Class E is worth **2 credit hours**

Class F is worth **1 credit hours**

Notice that both options equal 12 credit hours; however, Option A has more courses than Option B.

- You will have more chances to enroll in a class that you want if you turn your paperwork ahead of time. Please keep in mind that when the beginning of semester approaches, classes get closed because they get full.

- Avoid enrolling in an online class. On the “Class Schedule” if a class is taught online it will say “TBA” “WWW”. For example:
  ENG 1113 English Composition
  14910 3 hr 1 08/17/09 12/11/09 TBA WWW Polhemus, L

- **DO NOT WAIT TO ENROLL IN CLASSES.**

- If you have not received any emails from our office, **contact us**. There is a possibility that you are not receiving the email due to a misspelling of the email account, spam protection, etc.
2. Housing Application Process

What you will need:

To log on to UCONNECT and select the "My Housing" tab. Once there, please fill out an online application (explained below). You need to choose a room, meal plan and sign the contract to complete the housing and dining application fall/spring.

Detailed steps:

1. Log into your UCONNECT account at UCONNECT.uco.edu
2. Select the “Campus Services” tab. Scroll down and click on “MyHousing”.
3. Select the application tab and select the year you want to apply to.
4. Confirm your personal and contact information. If you need to make any changes, you may update your info in your UCONNECT “Campus Services” tab.
5. A $30.00 application fee will be charged to your account at this point.
6. Now complete the profile questions for a possible match. (Accepting a potential roommate does not automatically place you with them. Both need to accept the room and sign a contract. For instance, two roommates will sign the contract for the same room as Resident 1 in MUH-112-A and Resident 2 in MUH-112-B.)
2. On-Campus housing

7. Under Room application, choose “Room selection” to search for a room. Click reserve on the one you like.
   i. Residence Hall Descriptions:
      http://www.uco.edu/administration/housing/where-can-i-live/index.asp

8. Choose a meal plan and continue.

9. It will then prompt you on how to pay your advance payment within seven days.

10. Read and understand the “Terms and conditions” and sign the contract. It is an annual contract.

Congratulations! You have now completed housing application.

If you have any questions do not hesitate to contact Housing at housing@uco.edu or Monday-Friday 8:00am to 5:00pm at 4059742746.
3. Mandatory International Orientation

Orientation Meeting is MANDATORY for students who arrive to the U.S. under J-1 Status. Every semester the Office of International Services will provide important information such as immigration status, adjustment of culture and on-campus activities.

Topics to be discussed:

- Undergraduate Academic Advisement
- Employment/Academic Training
- Maintaining J-1 Status
- Health Insurance Information
- Safety Tips from Department of Public Safety
- U.S. Banking/Opening bank accounts
- Culture Shock/Adjusting to the American lifestyle
- Getting to know Edmond
- Adjusting to life in a new culture and in an U.S. academic institution
- Introduction to UCO campus and community resources, including the library, extracurricular activities, international activities, sports, etc.
4. The Exchange Visitor Program

REGULATIONS – RULES

IT IS IMPORTANT THAT YOU understand and abide by the Exchange Visitor Program regulations, U.S. laws and sponsor rules. Regular contact with your responsible officer will help you keep current of any change which may affect your J-visa status. Some requirements of the Federal regulations and where to find them are indicated below.

When you arrive in the United States, you must contact your sponsor to ensure that your data in SEVIS is accurate and updated. Failing to maintain your status could result in serious consequences and may affect your ability to remain in or return to the United States.

Activities and Program Provisions – You entered the United States in a specific program category, and are required to engage in that category and the activity listed on your Form DS-2019. You must comply with the specific program provisions of the regulations relating to your exchange category.

Insurance – You are required to have medical insurance in effect for yourself (J-1) and any dependents (J-2) for the duration of your program. Some sponsors provide the required insurance for
their participants. Other sponsors may allow you to make your own arrangements or may help to identify insurance carriers. Consult with your responsible officer before the start of your program.

(a) Minimum Insurance Coverage – Insurance shall cover:
   (1) medical benefits of at least $100,000 per person per accident or illness; (2) repatriation of remains in the amount of $25,000; and (3) expenses associated with medical evaluation in the amount of $50,000.

(b) Additional Terms – A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds $500 per accident or illness, and must meet other standards specified in the regulations.

(c) Maintenance of Insurance – Willful failure on your part to maintain the required insurance throughout your stay in the United States will result in the termination of your exchange program.

Maintenance of Valid Program Status – You are required to have a valid and unexpired Form DS-2019. Sponsors may terminate an exchange visitor’s program for violating U.S. laws, Exchange Visitor Program regulations, or the sponsor’s rules governing their particular program.

Required Notifications to Sponsors – You must inform your sponsor if you change your address (residence) or telephone number, or complete or withdraw from your exchange visitor program early. Doing so assists your sponsor in complying with their notification and reporting requirements to the U.S. Department of State and the Department of Homeland Security. Failure to keep your sponsor informed could result in the termination of your program status.
Current Regulations – The Exchange Visitor Program regulations are located in the Code of Federal Regulations, (22 CFR, Part 62). The regulations are generally available for review at the offices of your sponsor, universities, law schools, or large public libraries. They are also available on the Internet at: http://j1visa.state.gov/participants/current/rules---and---infractions/

For Further Information – Additional requirements that may apply to you are set forth in the Exchange Visitor Program Regulations. Review a copy of the current regulations and consult with your responsible officer.

Contacting the Department of State – The Exchange Visitor Program is administered under the oversight of the Deputy Assistant Secretary for Private Sector Exchange, Bureau of Educational and Cultural Affairs (ECA). The Office of Designation and the Office of Exchange Coordination and Compliance are located at:

Bureau of Educational and Cultural Affairs
Department of State
State Annex SA-5, Fifth Floor
Washington, DC 20522-0505
5. Maintaining your J-1 Status

There are various ways in which a student can lose his/her J-1 Status. It is your obligation to be aware of your responsibilities as a J-1 student. In order to maintain J-1 status you must follow specific regulations. Although maintaining your visa status is your responsibility, our staff can assist you with all your immigration questions.

1. Maintain required health insurance (including repatriation). The University of Central Oklahoma provides an insurance that meets the requirements if you do not have one. If you have a foreign insurance, it is your responsibility to provide proof of insurance within the first two weeks of school or you will be charged for our UCO insurance. It is the student’s responsibility to provide proof of insurance before your program start date of your DS-2019 or you will be charged for the insurance UCO offers.

2. New J-1 students must attend the required International Student Orientation at the beginning of the semester.

3. Maintain a valid passport at all times. Your passport should be valid for at least 6 months into the future. Contact your country’s consulate or embassy for instructions if you need to extend your passport.
4. The DS-2019 form is used to obtain a J-1 visa and must be in the possession of the student at the time of entry into the U.S.

5. Once you arrive, report to the Office of International Services for preliminary check-in process.

6. Maintain full-time student status (12 credit hours for undergraduates, 9 credit hours for graduates, 12 credit hours if taking both undergraduate and graduate hours.

7. Attend classes regularly. Failure to do so is a violation of your student status.

8. Based on State Department regulations, student under J-1 status must depart the U.S. within 30 days following the completion date of the program.

9. Inform the Office of International Services of any changes to your current address.

10. Students are not eligible for employment (on-campus/off-campus) without the written authorization and guidance of the J-1 sponsor. Students should visit the Office of International Services, immigration services, for guidance in order to comply with immigration laws.
6. Things to do before coming to the USA

☐ Apply for your Visa with your new DS-2019.
☐ Submit a copy of your J-1 Visa.
☐ Find your desired classes and times in “Class Schedule.”
☐ Go to UCONNECT.uco.edu to ENROLL ONLINE as soon as possible. See Section 1. Enrollment steps for instructions.
☐ Notify your adviser if you have any problems.
☐ Apply for on-campus housing by following Section 2. Housing Application process.
☐ Read and understand the Regulation rules and the details to maintain your J-1 status.
☐ Book and submit your flight information to us by going to if you want for an adviser to pick you up at the airport http://oga.uco.edu/forms/future-student-forms/airport-pick-up/.
☐ Pack your bags and prepare to be “weather ready.”
☐ Bring your Immunization Records from your country. But you can make new Immunization Records at UCO if you like to.
☐ Fill out UCO insurance form, if purchasing your own insurance fill out this form with appropriate documentation, http://oga.uco.edu/international-admissions/admission-documents/admission-document-checklist/uco-insurance-form/

7. Things to do once you are in Edmond, OK

☐ Get your UCO ID by presenting your DS-2019, admission letter and photo ID to Campus Card Services in the Nigh University Center (NUC), Room 222A.
☐ Report to the Office of International Services in the NUC, Room 137 with your new UCO ID, passport, visa and new I-94.
☐ Attend the Mandatory International Student Orientation.
☐ If you have Insurance, and do not want to use UCO provided insurance, you MUST show proof to an immigration adviser within the first 2 weeks of school.
☐ Inform us of your new mailing address in Edmond.

☐ Study and have fun!
8. Who to contact?

<table>
<thead>
<tr>
<th>Type of Questions</th>
<th>Name of Advisor(s)</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment in Classes</td>
<td>Marco Rodriguez</td>
<td><a href="mailto:CGC@uco.edu">CGC@uco.edu</a></td>
</tr>
<tr>
<td></td>
<td>Weldon Rice</td>
<td><a href="mailto:wrice3@uco.edu">wrice3@uco.edu</a></td>
</tr>
<tr>
<td>Admission, Pre-Departure, Housing, Cost, Immunizations,</td>
<td>Brenda Clark</td>
<td><a href="mailto:bclark20@uco.edu">bclark20@uco.edu</a></td>
</tr>
<tr>
<td>Holds</td>
<td>Brandon Lehman</td>
<td><a href="mailto:blehman@uco.edu">blehman@uco.edu</a></td>
</tr>
<tr>
<td>Immigration, Insurance</td>
<td>Jennifer McCullough</td>
<td><a href="mailto:DSO@uco.edu">DSO@uco.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jalal Daneshfar</td>
<td><a href="mailto:DSO@uco.edu">DSO@uco.edu</a></td>
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