

# STUDENT SELF-SERVICE (SIS)

## What Can SIS do for Me?

Plenty! Use Student Self-Service to:

- View and accept Financial Aid awards.
- Keep addresses and phone numbers for yourself, parents, and emergency contacts up-to-date. Includes three personal addresses with land phones, and five cell phone numbers.
- Plan your schedule and register for classes online (requires advisor consent).
- Print your class schedule.
- View an estimated bill when you enroll.
- Verify your enrollment for insurance or scholarships.
- Review your Bursar balance and pay by credit card. Parents may pay on-line, too!
- Receive your grades and view academic transcripts.
- Order an official academic transcript.
- Purchase OSU student ticket packages (fall term only).

## What is a Student ID?

OSU issues an eight-digit ID number. It is commonly called a CWID because the number is used Campus Wide. That is, the number functions as a student ID and if necessary, an employee ID. If you are employed on campus before, during or after becoming a student, your CWID is both your employee and student ID. Your CWID does not change after leaving OSU. If you return to OSU for a 2<sup>nd</sup> degree or resume your education after any break in enrollment, you retain your original CWID.

## How Do I Get a CWID?

You may use your social security number to access SIS. When you use your SSN, SIS displays a reminder page that contains your CWID. We recommend you use the CWID to reduce opportunity for a hacker to obtain your SSN. The CWID cannot be used for anything other than to access your student records at any institution that reports to the Oklahoma A&M Regents.

## What is a PIN? How do I Get One?

PINs (**P**ersonal **I**dentification **N**umbers) are used to access your records in Student Self-Service. PINs are provided to ALL students. As students are added to the SIS database, PINs are automatically set to the student's birthday. For example, if your birthday is May 31, 1990, then your PIN is 053190. The first time you use your PIN, the system requires you to change it from your birthday to any other six-digit number. PINs may be used to access SIS prior to being admitted to OSU, during your OSU career, and after you have received your degree.

## What About Security?

As with any access code, you should protect your PIN. PINs remain a part of your personal records for use whenever you need to add or drop classes, access your OSU academic information, provide updated addresses, or request academic transcripts. Change it whenever you feel it is necessary. OSU does not change these codes without a signed request to reset it to your birthday.

Your CWID is not a clue to your identity, nor can it be used to steal your identity. However, in combination with your SIS PIN, your CWID may be used to access your educational records at OSU (five campuses) or our partner institutions (Connors State College, Langston University, Northeastern Oklahoma A&M, and Oklahoma Panhandle State University). Do not record your CWID and SIS PIN on a single piece of paper.

## Want More Information?

Call 405-744-6890 or 918-594-8100.  
See next page for detailed login examples.

Send e-mail to [sis-dm@okstate.edu](mailto:sis-dm@okstate.edu)

## How Do I Login?

**Note:** For best results, expand your browser window to full size, and adjust the text size to prevent data on the screen from “wrapping” because the screen is too small.

Use your eight-digit student ID (CWID) and SIS PIN, your SSN and SIS PIN, or your O-Key ID and password to login. The O-Key system is not part of SIS, but may be used to access your SIS records. Your O-key email address is transmitted into SIS for use by your advisor and other administrative personnel. Therefore, SIS requires you to activate your O-Key account when you have been admitted to OSU. Depending on circumstances, there are three possible login procedures.

### ❖ First Ever Login Using Your Social Security Number and SIS PIN:

1. Go to <http://SIS.okstate.edu/>.
2. Select “Web for Students”.
3. Click “Login to Student Services”.
4. Key your social security number in the “Student ID” box (the 2<sup>nd</sup> login option).
5. Enter your six-digit birth date as your PIN. Click “Login”.
6. Key your birthday in the “Old PIN” box, then key a new six-digit PIN in the “New PIN” box. The new PIN cannot be your birthday.
7. Key the new PIN again to verify it.
8. Click “Submit”, then “Login”.
9. Key your social security number and new PIN in their respective boxes. Click “Login”.
10. Click “Activate My O-Key Account”.
11. Select “O-Key Account Activation” and follow the instructions. Allow 15 minutes to input the required information, select an e-mail address, create a challenge question, and create an O-Key password.

If you have not been admitted to OSU, steps 10 and 11 will not be required. If necessary, record your CWID for future purposes, then click “Continue”.

### ❖ Login to SIS After O-Key Account is Activated:

1. Go to <http://SIS.okstate.edu/>.
2. Select “Web for Students”.
3. Click “Login to Student Services”.
4. Key your Student ID (CWID or SSN) and SIS PIN in their respective boxes. Click “Login”.

If you use your SSN as your login ID, SIS will display your CWID. Select “Continue”.

If displayed, read the academic integrity policy. Select “I agree” to enter SIS.

### ❖ Using O-Key to Access Student Self-Service:

1. Go to <http://sis.okstate.edu/>.
2. Select “Web for Students”.
3. Click “Login to Student Services”.
4. Enter your *complete* OSU e-mail address in the “O-Key e-mail address” box.
5. Type your O-Key password in the box.
6. Click “Login”.

Read the academic integrity policy. Select “I agree” to enter SIS.

### Additional Notes:

- Go to <http://okey.okstate.edu/> for O-Key assistance.
- You may use your 16-digit “ISO number” (on your photo ID) to access SIS.
- Check the “Important Messages” link on the login page for breaking news.
- Every 90 days, SIS requires you to verify your OSU e-mail account. You may forward your mail from the @okstate.edu mailbox.
- As part of the 90-day review process, you are asked to verify your US Postal Services addresses.
- SIS reminds you of the Academic Integrity Policy every 90 days. You must select “I agree” to enter SIS.
- SIS PINs do not expire. Current O-key policies state that your account is discontinued if you do not return to OSU.

## What if I forget my SIS PIN?

Take a photo ID to Registrar Customer Services (324 Student Union, Stillwater Campus) or to Enrollment Services (1<sup>st</sup> floor Administration Building, Tulsa Campus) to have your PIN reset. PIN numbers will not be reset via phone. You may fax a request to 405-744-8426 or 918-594-8307, *attn: PIN Number Reset*. Include your **full legal name**, eight-digit **CWID number**, **photo ID**, and **signature**.

- Your PIN will be reset to your birthday within 24 hours. Allow additional time for weekend processing.
- IRIM/SIS Production and the IT Help Desk cannot reset your PIN.

## What if I forget my O-Key Password?

Click the “Forgot your Password?” link below the O-Key login button and follow the instructions. If you experience problems, contact the IT Help Desk at 405-744-4357.

- The Registrar’s Office or IRIM/SIS Production cannot reset your O-Key password.

## HOW DO I ENROLL?

Classes for new semesters are available on SIS one month before enrollment begins. Contact your advisor or student services office to schedule a meeting with your advisor and obtain a trial study form. Advisors may require students to schedule an appointment for an in-person meeting or allow meetings via phone, e-mail, or walk-in visits. Check your Registration Status in SIS for any potential problems.

### STEP 1. Plan Your Schedule.

1. Go to the Student Services Home Page (<http://prodosu.okstate.edu/>).
2. Click "Available courses".
3. Click "Lists OPEN sections only (FASTER)".
4. Highlight a Term from the drop-down menu. Click "Select".
5. Highlight a Department Name from the drop-down "Subject" list.
6. Use the boxes to select days, times, sessions, and class level. Click "Submit".
7. Use the generated list to find the course you want. Write down the course name, call number and meeting time(s) for the section that you want to take. The Trial Study form was designed for this.
8. Click "Select Another Search". Repeat steps 5-7 as necessary. Click "Exit" when you are finished.
  - You may use "List ALL open and closed sections" to identify closed sections of interest to you.
    1. Choose a term and click "Select".
    2. Highlight a subject from the drop down box. Click "Select".
    3. Choose a course from the drop down box. Click "Select".
    4. Record the course name, call number, and meeting time(s) for the section you want to take.
    5. Click "Select Another Subject" or "Select Another Course".
    6. Repeat as necessary. Click "Exit" when you have finished.

### STEP 2. Meet With Your Advisor.

Undergraduates and first-time graduate students have an "Advising Hold" that must be cleared before students may enroll. During your meeting, your advisor will answer your questions and clear you to self-enroll on the appropriate day.

- Check the "When May I Enroll?" link on the SIS student home page to see an enrollment schedule. You may visit the "Drop and Add Classes" page of SIS to see your personal enroll date.
- Students who have been cleared to self-enroll may use the "Search and Enroll" function.

### STEP 3. Enroll.

#### Login

1. Login to Student Services.
2. Check the term and change it if necessary:
  - Highlight "Term" on the navigation bar; click "Select Term" from the pull-down menu.
  - Click the link for the term you want.
3. Highlight "Registration" on the navigation bar; click "Drop and Add Classes" from the pull-down menu.

#### Add Classes

1. Enter the call numbers (from step 1) in the "Add Class" boxes.
2. Click "Submit".
3. Verify the information.
  - Was enrollment in all sections successful?
  - Did you select a variable credit course?
    - Variable credit courses are automatically set at one credit hour. SIS requires you to review the enrolled hours for any variable credit class.
    - Click "OK" to transfer to the variable credit options page.
    - Key the hours you want to take in the "Credit Hours" box; select "Submit".
    - Verify the credit hours.
    - Select "Go to Drop and Add Classes Page" to return to enrollment.

### STEP 4. Print Your Schedule.

1. Highlight "Registration" on the navigation bar.
2. Click "Detailed Schedule" from the pull-down menu.
3. Click "Print Schedule".

## **I Need My Schedule For Insurance Verification**

To verify your enrollment for insurance or scholarships, you may access a secure site and request the information.

1. Select "Student Records" from the black menu bar and click "Self-Enrollment Verification" on the pull-down menu.
2. Read the informational message in the pop-up box and click "OK".
3. Select "Obtain an Enrollment Certificate". You may further select "Current Enrollment" or "All Enrollment".
4. Follow the instructions on that site.
5. Logoff the Clearinghouse site.
6. Exit SIS or select another option.

## **"SEARCH AND ENROLL" FUNCTION**

- You must be cleared to self-enroll.
  - You must be logged in to Student Self-Service.
1. Highlight "Courses" from the navigation bar; click "Course Section Search" in the pull-down menu.
  2. Check the "Term" display just above the "Subject" box. Select a different term if necessary. Highlight "Term" in the navigation bar; click "Select Term". Click on the desired term link.
  3. Highlight a Department Name from the drop down "Subject" box.
  4. Click in the box(es) for the day(s) you want to search.
  5. Highlight a Start Time from the "Earliest Start Time" drop down box.
  6. Highlight a Start Time from the "Latest Start Time" drop down box.
  7. Highlight a "Session" from the drop-down box, if desired. For example, you may limit your search to the first eight week session of a regular term. "Normal Academic Term" does not display any courses that meet for less than sixteen weeks of the term.
  8. Highlight a Course Level from the "Level" drop down box.
  9. Click "Submit".
  10. Choose the course you want from the generated list.
  11. Click the link labeled "Enroll in <course name> now". Verify the course information and click "OK".
  12. If you selected a variable credit course, verify or update the credit hours as required.
  13. Verify that you are correctly enrolled by checking your "Currently Registered Classes" list on the drop/add page.
  14. Repeat as necessary.
  15. Print your schedule.

## **WHY CAN'T I ENROLL/MAKE CHANGES?**

You may have a hold on your records. Check the Registration status screen, then contact the administrative office that placed the hold. When the problem is resolved, the hold will be released.

- Admissions Hold (Stillwater Campus - Room 324 Student Union, 405-744-6858; Tulsa Campus - 1<sup>st</sup> floor Administration Building, 918-594-8020 [undergraduates], 918-594-8445 [graduates]).
- International Student Office Orientation Hold (Stillwater Campus - 076 Student Union, 405-744-5459; Tulsa Campus – Advisement Center, NCB 130 or 918-594-8111).
- University Counseling Hold (Stillwater Campus - 326 Student Union, 405-744-5470).
- Loan Exit Interview Hold or Student Loan Accounting Hold (Stillwater Campus - Scholarships & Financial Aid, Room 119 Student Union, 405-744-6604; Tulsa Campus – Financial Aid Office, NCB 130, 918-594-8273).
- Bursar or Collections Hold (Stillwater Campus - Room 113 Student Union, 405-744-5993; Tulsa Campus - 1<sup>st</sup> floor Administration Building, 918-594-8320).

### **Advising Holds**

- As students are added to the SIS database, advising holds are automatically placed on new student records (including graduate students). The student must see an advisor before enrolling.
- New undergraduate advising holds for Spring enrollment are created each September 1. Summer/Fall enrollment holds are placed each February 1.
- Your advisor may wish you to contact him/her before you change any courses.

### **Who Can Release Advising Holds?**

See your advisor. If your advisor is not available, contact your Student Services Office (Stillwater campus) or the Advisement Center (Tulsa Campus, NCB 130 or 918-594-8271). An advising hold may **not** be overridden at Registrar Customer Services (Stillwater) or Enrollment Services (Tulsa).

### **Is the Correct Term Displayed?**

Student Self-Service remembers the last term selected and will not change unless you select a new term. Click "Select Term" in the black menu bar, then "Select Term" on the pull-down menu. Click the link for the appropriate term.

### **Has the Add/Drop Period Ended?**

- ◆ The non-restrictive drop/add period may be over. All enrollment changes after the "free" add/drop must be handled through Registrar Customer Services (Stillwater Campus - 324 Student Union) or Enrollment Services (Tulsa Campus – 1<sup>st</sup> floor Administration Bldg.).
  - Check the Registrar's Web Page at <http://www.okstate.edu/registrar/AcademicCalendar/AcademicCalendarMain.html>.

### **Student Not Admitted For Term**

Your permission to enroll in your current major may have expired. Contact the Registrar's Office for assistance.

When you are admitted to a program at OSU, you have permission to enroll in a specified degree plan. This permission is not open-ended. That is, you must complete the program within the time specified (often five years). Permission may be ended for the following reasons.

You have exceeded the time limit to complete your program.

You informed the Registrar that you were planning to graduate in a specific term.

You did not enroll in the previous term.

- Summer term enrollment is not generally required.
- If your first semester at OSU is a summer term, you must enroll in the summer term before you enroll in the fall term. You may complete your fall enrollment as soon as you have enrolled in at least one class for the summer term.

Graduate students are permitted a year of no enrollment.

### **You Are Not Eligible To Register On The Web**

- ◆ You may be attempting to enroll before your permitted enrollment date. Check your enrollment begin date.
- ◆ Ensure you have selected the appropriate term.

### **Add Function Not Allowed For This Course**

The course is not available for Web enrollment. See your advisor.

### **You Have A Registration Hold On Your Record**

Click the link to view the hold that is blocking your enrollment; take corrective action as required. You may need to contact your advisor, the Registrar's Office, the Bursar, or another administrative office such as Student Health or the International Students Office to have the hold removed.

### **Not Eligible To Register On The Web. Access Code Was Not Defined On The System.**

Contact the OSU Admissions Office. Your enrollment code is incorrect for the term you selected. You may need to provide copies of transfer work.

## HOW DO I CHANGE MY SCHEDULE?

Courses may be added or dropped via Student Self-Service at any time before the sixth day of class. Short course drop days are pro-rated; please contact the Registrar's Office for more information. After the sixth day of class, you must obtain a signature from your advisor and deliver the signed request to Registrar Customer Services, 324 Student Union, Stillwater, or to Enrollment Services, 1st Floor Administration Building, Tulsa.

### **Drop a class on-line:**

1. Highlight "Registration" from the navigation bar; select "Drop and Add Classes" from the pull down menu.
2. Review your "Currently Registered Classes"; locate the course you wish to drop.
3. Select "drop" from the drop-down box under "Action". (If no action is listed for the course you may not drop it. Contact your advisor.)
4. Select "Submit".

### **Add a class on-line:**

The one-step "search-and-enroll" function may be used to add classes. However, when trying to adjust your schedule, it may be more efficient to use the course search functions to identify the class you want to add. When you have identified the course you want to add:

1. Highlight "Registration" from the navigation bar; select "Drop and Add Classes" from the pull-down menu.
2. Type the Call Number of the course(s) you want to add in the box(es) at the end of the add/drop page.
3. Select "Submit".

You may use the conditional add/drop feature to change your schedule.

### **How do I Withdraw From the University?**

Withdrawing from the university means that you are dropping **all** of your courses and **are no longer enrolled for the current semester**. This may occur until the Friday before pre-finals week during the fall and spring semester. Please check with the Registrar's Office, 324 Student Union, (Stillwater) or Enrollment Services, 1<sup>st</sup> Floor Administration Building (Tulsa), for withdrawal deadlines in the summer semester. If you need to withdraw (drop all your classes) from the University, contact your dean's office for forms and assistance.

## OTHER ENROLLMENT QUESTIONS

### **When May I Enroll?**

Enrollment is based on hours earned. Click on the "Help" button (located below and to the far right of the navigation bar on most pages); then select "Enrollment Schedule".

To find your individual enrollment date:

Select "Registration" from the navigation bar.

Choose "Drop and Add Classes" from the drop-down menu.

Scroll to the bottom of the screen (if necessary) to find your enrollment date.

If your enrollment date has been reached, no message will be displayed, and you will be permitted to enroll.

### **How Do I Find Open Classes?**

If you've already logged in to SIS, use the "Course Section Search" from the "Courses" option on the navigation bar.

You can look for available classes without logging in. From the Student Self-Services home page, click on the "Available Courses" link.

### **How Do I Enroll In A Class With Variable Credit Hours?**

Variable credit courses automatically default to one credit hour.

- When you have enrolled in variable credit courses, an informational message is displayed. You must click "OK" to transfer to the Change Class Options page.
- If necessary, type the new credit hours in the "Credit Hours" box and select "Submit". Select the link "Go to Drop and Add Classes page", or another option from the navigation bar when the credit hours are correct.

### **What Is A Conditional Drop/Add?**

You may want to drop "Class A" only if you can get into "Class B". Conditional drop/add attempts to enroll you in the second class before you have to drop the first one. If you can enroll in the second class, the first class is dropped. If you are not successful, the first class is not dropped.

### **May I Take A Course "Pass/Fail"?**

Contact Registrar Customer Services (Stillwater Campus - 324 Student Union, 405-744-6890) or Enrollment Services (Tulsa Campus – 1<sup>st</sup> floor Administration Building, 918-594-8100).

### **What Does "Not Applied to Current Program" Mean?**

You are enrolled in a class that does not count towards your degree. For example, if you are a graduate student enrolled in an undergraduate course, the undergraduate course is not considered part of your graduate program. Contact the Registrar's Office (Stillwater Campus - 324 Student Union, 405-744-6890) or Enrollment Services (Tulsa Campus – 1<sup>st</sup> floor Administration Building, 918-594-8100) if you need more information.

## **HOW DO I VERIFY/CHANGE MY E-MAIL ADDRESS?**

Approximately every three months, SIS will prompt you to verify your e-mail address when you access Student Self-Services. As you login, SIS will display your official O-Key e-mail address. If the address is the one you want, click "Continue SIS Login".

To forward your mail from the @okstate.edu address:

1. Click "Forward My O-key Email".
  2. Login to O-Key.
  3. Select "Email Destination" from the menu on the left of the page.
  4. Enter the address you want to use.
  5. Re-key the new address to verify it.
  6. Click "Save", then "OK". Logout. O-Key will transfer your mail to the new address you submitted.
- When you return to SIS, you will be prompted to verify your address again.
1. Click "Continue SIS Login" to verify your USPS addresses.
  2. Click the addresses link to continue, then verify the addresses that are displayed.

Refer to the next section for more detailed instructions.

## **HOW DO I CHANGE MY USPS ADDRESS(ES)?**

Every 90 days, SIS will require you to update your US Postal Service addresses when you login. To update USPS addresses at any time, follow these steps:

1. Highlight "Personal Info" in the navigation bar. Select "Addresses including Emergency Contacts and Next of Kin" from the pull-down menu.
  2. Click the address type you want to change (local, billing, etc.).
  3. Key the new information including phone number as necessary.
  4. Choose a preference that you want to assign to that phone number (a total of five are available).
  5. Click "Submit".
  6. Click "Update another address" or "Add a new address" if necessary.
  7. When all addresses are updated, select another option from the navigation bar or exit.
- Click "Add a new address" to create an address type that is not already on file.
  - Change identical addresses simultaneously by choosing "Update this address" from the drop down box just below the Address Type indicator.
  - To change identical addresses to different addresses, select "Do NOT Update this address" in the drop down box.
  - Don't use punctuation in addresses. See the link to the US Postal Service rules for more details.
- DO NOT key the "from/to" information that may appear at the bottom of the page unless this is truly a temporary address.

## WHAT ABOUT PHONE NUMBERS?

SIS may prompt you to update your contact information when you login to Student Self-Service. You may maintain multiple phone numbers, including cell phones and land lines.

- Phone numbers have “preference codes”. Only five preferences are available for distribution among all personal and residence phones. Next-of-kin and emergency contact phones have no preference.
- Personal addresses include one land phone.
- Next of Kin and Emergency Contact addresses include one land phone and one personal phone number.  
*You may supply an Emergency Phone number to the University via O-Key. This number will be used to notify you of inclement weather or other closure announcements.*
- Five personal phone numbers, including cell phones and business phones may be recorded.
- Personal phone numbers may be US/Canadian standard or international format.

### To update phone numbers at any time:

1. Highlight “Personal Info” on the navigation bar and select “Personal Phone Numbers” from the pull-down menu.
2. Update, add or delete any of the five available phone numbers.
3. Select a type and preference code for each new number added.
4. Click “Submit”.

## HOW DO I VIEW/ACCEPT FINANCIAL AID?

The Office of Scholarships and Financial Aid will mail you complete instructions when you receive your first award. You must log on and change your PIN (if you haven’t already done so) to access your financial aid records.

1. Highlight “Financial Aid” in the navigation bar and select “Accept/Decline Awards” from the pull-down menu.
2. Select an award year from the drop down box. Click “Submit”.
3. Read through the information and follow the instructions there.

## HOW DO I VIEW MY GRADES?

1. Highlight “Student Records” in the navigation bar and select “Grades” from the pull-down menu.
  2. Check the term and select a new one if necessary.
  3. Click “Submit” to view your grades for that semester.
    - Select “Institutional Coursework” to view grades from previous semesters.
- When Are Grades Available?  
Grades are available at the end of each semester as soon as the faculty member posts them to SIS.

## HOW DO I VIEW MY OSU ACADEMIC TRANSCRIPT?

1. Highlight “Student Records” in the navigation bar, then click “Unofficial Academic Transcript”. “Transfer Credit” and “Institutional Coursework” views are also available.
2. If necessary, highlight a career (Undergraduate, Masters, Doctoral, or Professional) from the drop down box. Click “Submit” to view your academic transcript.



### **On-line academic transcripts are UNOFFICIAL.**

- ❖ If you have questions about your OSU work, contact the Registrar’s Office (Stillwater Campus, 744-6786) or Enrollment Services (Tulsa Campus, 918-594-8100).
  - ❖ Questions concerning your transfer credits should be directed to the Admissions Office (405-744-6861).
  - ❖ Graduate students who did not attend OSU as an undergraduate do not have transfer academic transcripts.
- Academic transcript data is updated immediately as grades are received.

## HOW DO I ORDER OFFICIAL ACADEMIC TRANSCRIPTS?

1. Highlight "Student Records" on the navigation bar. Select "Official Academic Transcript Request" from the pull-down menu.
2. Review the informational material at the top of the screen and any requests on file. You may update or delete requests that have not been submitted.
3. Scroll down to "Add or Submit a New Request".
4. Complete the "Request Options" form.
5. Complete the "Send to" form, including the delivery method.
  - For delivery by first class mail:
    - Click "Continue".
    - Click "OK" to submit your request.
  - For delivery by overnight express (UPS):
    - Click "Continue".
    - Complete form to supply your credit card information.
    - Click "Submit". Please be patient and click "Submit" only once.
    - Print your receipt.
- ❖ Click "Update Transcript Requests" to update or delete incorrect requests.
- ❖ Allow 2 – 3 days processing time.
- ❖ Express delivery expedites delivery, but not processing time.
- ❖ End of semester requests may require 2-3 weeks processing time.

## HOW DO I VIEW AN ESTIMATED BILL?

Highlight "Payment Info" on the navigation bar, select "Estimated Tuition and Fees" from the pull-down menu.

If necessary, change the term by selecting "Term" on the navigation bar. Then click "Change Term". Click the link for the term you want.

- ❖ View the actual bill (after the term has begun) by choosing "Payment Info" from the navigation bar; then select "Account Summary and Pay by Credit Card".

## HOW DO I PAY BY CREDIT CARD?

1. Highlight "Payment Info" in the navigation bar and click "Account Summary and Pay by Credit Card" on the pull-down menu.
2. Review the amount due.
3. Click the box labeled "Credit Card Payment".
4. Fill in the required information and click "Submit".
  - Please be patient and click the "Submit" button only once.

## HOW DO I PURCHASE STUDENT TICKET PACKAGES?

Ticket packages can be purchased for fall semester only. To purchase tickets after the fall term begins, contact the ticket office(s) directly.

1. Select "Registration" from the navigation bar and click "Purchase Student Ticket Packages" on the pull-down menu.
2. If necessary, select "Fall" from the select term drop down box and click "Submit".
3. Click the box for each ticket you want to purchase.
4. Click "Update" to order the ticket(s).
  - Prior to the start of the semester, you may "uncheck" the box(es) and click "Update" to cancel your ticket purchase(s).

## THE NAVIGATION BAR DOESN'T WORK

Your computer must be equipped with a browser capable of using HTML 4.01 and running JavaScript. Select the "Browser Requirements" link on the SIS Student Home page for a list of supported browsers.

For best results, expand your browser window to full size. If necessary, adjust the text size to prevent data on the screen from "wrapping" because the screen is too small.

### Adjusting Font Size

1. Select "View" on your browser menu or toolbar; then select "Text Size".
2. Choose "Smaller" or "Decrease" as your browser dictates.

You may select "site map" to use the menu system instead of the navigation bar

## STUDENT SERVICES OFFICES

<u>College</u>	<u>Home Page</u>
Agricultural Sciences and Natural Resources	<a href="http://www3.dasnr.okstate.edu/">http://www3.dasnr.okstate.edu/</a>
Arts & Sciences	<a href="http://www.cas.okstate.edu/">http://www.cas.okstate.edu/</a>
William S Spears School of Business	<a href="http://spears.okstate.edu/">http://spears.okstate.edu/</a>
Education	<a href="http://www.okstate.edu/education/index.html">http://www.okstate.edu/education/index.html</a>
Engineering, Architecture, and Technology	<a href="http://www.ceat.okstate.edu/">http://www.ceat.okstate.edu/</a>
Honors College	<a href="http://www.okstate.edu/honors/">http://www.okstate.edu/honors/</a>
Human Environmental Sciences	<a href="http://ches.okstate.edu/">http://ches.okstate.edu/</a>
University Academic Services	<a href="http://uas.okstate.edu/">http://uas.okstate.edu/</a>
Center for Veterinary Health Sciences	<a href="http://www.cvm.okstate.edu/">http://www.cvm.okstate.edu/</a>
Graduate College	<a href="http://gradcollege.okstate.edu/">http://gradcollege.okstate.edu/</a>

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