



# INSTITUTE OF TECHNOLOGY

## NEW STUDENT CHECKLIST

### WELCOME to OSUIT!

Congratulations on making the bold, life-changing decision to join us at OSUIT!

You are taking an important step toward reaching your educational and personal goals, and we are committed to your academic success.

Help is available every step along the way. Use this checklist to keep track of what's needed prior to the first day of class.

### Important Dates

#### Career Encounters

October 12, 2021

#### First day of Classes

Spring 2022 – January 10

Summer 2022 – May 5

Fall 2022 – September 7

### Still have Questions? We can help!

Office of Admissions

918-293-4680

[osuit.admissions@okstate.edu](mailto:osuit.admissions@okstate.edu)

Prospective Student Services

918-293-4976

[information@okstate.edu](mailto:information@okstate.edu)

Financial Aid & Scholarships

918-293-4684

[osuitfinancialaid@okstate.edu](mailto:osuitfinancialaid@okstate.edu)

#### Schedule a Campus Visit:

[admissions.osuit.edu/portal/campustour](https://admissions.osuit.edu/portal/campustour)

918-293-5220

[joshua.childs@okstate.edu](mailto:joshua.childs@okstate.edu)

- APPLY FOR ADMISSION**  
Apply online at [osuit.edu/apply](https://osuit.edu/apply) or visit our Office of Admissions.
- TURN IN REQUIRED PAPERWORK**  
Turn in all applicable paperwork; application for admissions, official transcripts (HS and/or college), ACT/SAT Scores (optional), placement exam results, immunization records.
- ASSESSMENT & TESTING**  
ACCUPLACER testing may be required for placement purposes. (All students will be required to take placement exams unless they can prove proficient in a subject area with ACT/SAT scores, have transfer credit or meet other requirements)
- ACTIVATE YOUR ORANGE KEY (O-KEY)**  
Visit [okey.okstate.edu](https://okey.okstate.edu) and activate your O-Key account. Your Okey account is very important! This is where you will get your student email, check your grades, view your schedule, pay your bill, access online classrooms and more. Set-up your Okey now and save your username and password somewhere you won't lose it.
- ENROLL IN CLASSES**  
Once all admissions requirements have been met, you will visit with your academic department to pick and register for your classes.
- APPLY FOR FINANCIAL AID & SCHOLARSHIPS**  
Complete the FAFSA application online at [fafsa.ed.gov](https://fafsa.ed.gov) or visit with the Office of Financial Aid & Scholarships.
- SUBMIT YOUR HOUSING CONTRACT & DEPOSIT**  
Housing contracts can be submitted online from our [Residential Life webpage](#). You must be fully admitted and have your Okey activated to apply for housing. Deposits can be made online or in person at the Bursar's Office.
- VETERANS AFFAIRS**  
All Veterans, Spouses, and Dependents utilizing VA Benefits will need to meet with our VA Coordinator in the Grady Clack Center.
- VISIT THE BURSAR**  
Learn about our Payment Plans! Make your housing deposit, purchase a meal plan and pay your tuition.
- GET YOUR STUDENT I.D.**  
Present your class schedule at the front desk in the Grady Clack Center to obtain your I.D.
- REQUEST YOUR PARKING PERMIT**  
Go to <https://osuit.edu/safety/parking.php> to apply for your campus parking permit.
- BUY YOUR TEXTBOOKS AT THE BOOKSTORE**  
Shop for textbooks, supplies and school spirit merchandise at the campus bookstore. Located in the Student Union or online at <https://osuitbookstore.okstate.edu/>.
- COWBOY UP! NEW STUDENT ORIENTATION**  
Cowboy Up! New Student Orientation is required for all new students. The date and time for your orientation will be listed on your class schedule.