

OCCC APPLICATION AND REGISTRATION INSTRUCTIONS

You will need a counselor verification paper. Here is the link for it.

<https://www.mooreschools.com/cms/lib/OK01000367/Centricity/Domain/2236/CVF%20OCCC%20Form.pdf>

You will need to go to our website and put in a transcript request. The link for transcript requests is:

<https://www.mooreschools.com/Page/21443>

Steps to get applied and then registered:

1. Apply for admissions at OCCC.edu
2. Wait for email to give you your username and password. Once you get it, sign in and complete the Financial Responsibility form by:
 - a. Go to the Login drop down menu and sign in through myOCCC Portal. Then click Students
 - b. Click Self Service
 - c. Click Students
 - d. Click Financial Information
 - e. Click Financial Responsibility Form, make sure the click the Early Fall and sign and then go back and click Late Fall and sign and submit both.
 - f. Next you will upload your counselor verification form.
<http://www.occc.edu/admissions/ConcurrentEnrollment.html>
 - g. Go to #5 and click Concurrent approval form upload.
3. Once these steps are done you should be able to register for classes. I suggest English Comp 1 (Eng:1113) and American Federal Government (POLSC:1113), because they are both for dual credit and you will not have to take English IV S1, or American Studies S1 & S2. Then you can take English Comp II and Psychology for the Spring semester. The English Comp II is instead of the Engl. IV, S2 and the Psychology will count as a social studies elective. If you are trying to get a certificate of distinction, the Psychology will count for the last semester you will need for social studies.
4. To register for classes:
 - a. Sign in and click self service, click students, click Academic Plan and Registration, click planning and registration, click go to plan and schedule, click arrow next to summer 2020 until you see early fall 2020. Search for the class I gave you above and when you find the time and day you want, click it and then MAKE SURE when you go back to plan the you CLICK REGISTER under the listed class you chose. Then continue under the arrow and go to Late Fall 2020 and register the same way for the other class.
 - b. Once you are registered click print and take a photo and send me your schedule. I can't take you out of the class at SHS and put you in these classes in your schedule until I have a copy of the college schedule showing you are enrolled.

Remember to send a copy your schedule or you will remain in Southmoore classes. Please let me know if you have any problems. Email schedule to: risademeter@mooreschools.com