



### **OUHSC STUDENTS ENROLLING IN OU NORMAN COURSES**

1. Student meets with advisor and determines which course he or she will take. Norman course availability is accessible at: [http://www.ou.edu/enrollment/course\\_catalog](http://www.ou.edu/enrollment/course_catalog).
2. College or Program completes an enrollment form, student signs, and the form is sent to Melanie Brooks in OUHSC Admissions & Records.
3. Enrollment is processed by HSC Office of Admissions and Records. The college or department should indicate on the enrollment form whether the course goes towards the HSC degree or if the course is just an elective. Enrollment is posted in the HSC system accordingly. Tuition and fees for Norman courses are paid to the OU Norman Bursar's Office
4. All changes (adding, dropping, withdrawing courses) must be forwarded to Melanie for processing.
5. At the end of the term, OU Norman sends the grades to HSC Admissions and Records, the grades are posted in the HSC system, and then Norman removes the record from their system. Grades are only transcribed on the HSC side.

### **OU NORMAN STUDENTS ENROLLING IN OUHSC COURSES**

1. OUHSC courses are listed at <https://apps.ouhsc.edu/studentinfo/Schedules.aspx>
2. Student requests permission to enroll from the course instructor, explaining the reasons for wishing to take the course.
2. Student and OU Norman advisor fill out the OUHSC Enrollment form <https://admissions.ouhsc.edu/Portals/1047/assets/EnrollForm16.pdf>
3. Turn in the Enrollment Form with the permission email from the course instructor to Morgan Coulibaly in the OU Norman Enrollment Office (Room 230) in Buchanan Hall.
4. OU Norman will communicate with OUHSC to enroll the student in the course. Tuition and fees for HSC courses are paid to the HSC Bursar in the Service Center Building. Once the student is enrolled, HSC IT should email the student instructions on how to set up an OUHSC Account to access OUHSC email and the HSC D2L for course material.
5. Grades will appear on the OU Norman transcript.