SOME FAQs about Registration for New Students

Below are some commonly asked questions about August StART and scheduling classes. We ask that you please read through all of these FAQs for answers to questions about scheduling. If you have a question that is not addressed here, please email us at startowu@owu.edu.

Q: Where do I find information about August StART or Orientation?

A: Please note that StART OWU and Orientation are separate programs. For questions concerning August StART, go to http://newstudents.owu.edu/orientationPrograms/StARTOWUOverview.php. For information about Orientation, go to http://newstudents.owu.edu/orientationPrograms/orientationSchedule.php

Q: Where do I find the forms I have to submit?

A: You will find everything you need at http://start.owu.edu. We ask that you please visit that page and read through the instructions there before you call or email our Team. If you still have specific questions after that, please email us at startowu@owu.edu and we will be happy to assist you.

Q: When will I be able to see my schedule?

A: If you provide materials to us by July 17th, your schedule should be available online by August 8th. If you provide materials to us after July 17th, we will register you for classes as soon as possible, but your schedule may not be ready until later in August.

Q: How do I look at my schedule online?

A: To check your schedule online, go to the OWU home page, www.owu.edu, click on the Students tab, and select OWU Self-Service. In Self-Service, you may log on with your OWU user name and password (for your OWU email account) and view your schedule. If you have not activated your OWU email address yet, please contact Information Services at 740-368-3120 or at helpdesk@owu.edu.

Q: I forgot my OWU email account username and/or password. What do I do?

A: Because passwords are secured, we cannot send them through email. Please contact OWU Information Services by telephone at 740-368-3120 and someone on the staff will help you to retrieve and/or reset your password.

Q: How do I find out what textbooks I need?

A: Log on to OWU Self-Service with your OWU username and password and select “Find Courses” from the list in the middle of the home page. (See the FAQ above if you’ve lost or forgotten your username and password.) Select “Textbook Search” from the list in the upper left corner. Enter the term “Fall 2015” (if it is not already entered) and select the department of the course you are searching for from the drop-down menu. If textbook information is available for the course, the course will appear in the list that appears below the search bar. Click on the course number or name to bring up the list of texts for the class. If the course is not listed, the professor may not yet have entered the information or finalized textbook selection.

Be careful about purchasing textbooks too early, though. Some students prefer to wait until the semester begins to purchase textbooks in case they decide after the first day or two to drop a class and add another
one. That way, they do not have to worry about returning books they do not need. Some professors may also add or change their texts at the start of the semester. Many students adjust their schedules during the drop-add period, so professors know students will be moving into and out of classes for a few days and usually don't expect all students to have the texts before classes start. You can purchase textbooks at the campus bookstore during the first few days of classes.

Q: Can I change my schedule?

A: Our StART OWU Team and the staff of the OWU Registrar’s Office are busy completing schedules for all incoming students and making preparations for your arrival, so we cannot make routine adjustments at this time. **If you have changed your mind about the classes you scheduled or are uncertain about classes you have been registered for, we ask that you please wait until the fall semester begins to make any changes or adjustment in your schedule.** We ask you to wait to make changes so we can ensure that all students have equal chance to register for a full course load and to allow our staff to focus on making sure every new student has a complete schedule.

You can make changes when you arrive on campus by meeting with your academic advisor and changing your schedule during the drop/add period that takes place during the first week and a half of the semester. Many students make schedule changes during that time, and the process is simple.

If you receive AP or IB credit or credit from courses you took at an accredited school during the spring or summer terms, please keep in mind that we usually do not receive official scores and transcripts until mid-July, sometimes later. If AP/IB or course credit necessitates a change in your schedule, we will make simple adjustments during late summer. You may also work with your academic advisor to make those changes during drop/add period in the first week and a half of classes, especially if you have a great deal of credit to transfer.

Note: You will receive a mailing late in the summer with information about Academic Advising. You will meet your academic advisor on the Friday before classes start during Orientation.

Q: I didn’t get all (or many, or any) of the classes I checked off on the course checklist, and was enrolled in some classes I didn’t select. Why?

A: On the course checklist we recommend that you select about 8 - 10 courses that interest you. Our StART Registration Guides use that information along with the rest of the information you provide about your preferences and academic interests to select a good balance of classes for you. [FYI, at OWU, a full course load is 4.25 classes or credit units.] Our Registration Guides are experienced faculty and members of our Academic Advising office staff.

In most cases, students will be enrolled in at least one of the courses they select on the checklist, but please keep in mind that first year students do not usually get into all the classes they select because of enrollment limits. (As at any university, first year students register for classes after students in the sophomore, junior and senior classes.) To help assure equitable access to classes, we DO reserve seats for incoming students at every StART session, so those who attend August START have no lesser or greater chance of getting into classes than those who attend StART in June.

If no seats are open in the courses you select, the registration guides will make comparable appropriate choices for you based on OWU requirements, your academic interests, and other information you provide on the advising forms. So, if you see classes on your schedule you did not expect to see, it could be, as mentioned
above, that all or most of the courses you selected were closed, and our guides used their skilled judgment to select good options for you.

Also, in some cases we must enroll you in classes to fulfill certain requirements. For instance, all students at OWU must complete an English composition requirement. About half the first-year students are assigned to our composition class, ENG 105, in the first (Fall) semester and the rest are assigned to that class in the second (Spring) semester. If you were in the group selected for Fall, that class will be on your schedule. We may also elect to enroll you in a language course based on the language you studied in high school and the number of years you studied that language.

You can view the OWU Catalog here http://catalog.owu.edu/ to see OWU competence and distribution requirements. Be assured that every class on your schedule provides credit toward graduation and fulfills one or more OWU requirement.

If you do not get into a class you would like to take this fall, it will likely be offered again in the spring or the following fall. You may be able to make adjustments to your schedule in the fall, too (see the FAQ above).

**Q: What exactly do I have to submit before you will create my schedule?**

**A:** You must send us the Course Registration Guide, the Academic Advising Profile, the Course Checklist, and the UC 160 Interest Checklist (if you indicated on your Course Checklist you are interested in taking UC 160). We check the Course Checklist to see if you are interested in UC 160, so if you checked that course on the list and did not submit the UC 160 Interest Checklist, we are still waiting for that form before we process your registration. If you did NOT CHECK off UC 160 and did not submit the UC 160 form we considered your file complete when we received all of the other three forms.

**Q: I sent all my forms in. Why don’t I have a schedule yet?**

**A:** We are in the process of completing schedules for those who provided a course checklist and other registration materials by July 17th. If you sent materials by that date, you should be able to see your schedule online August 8th. If you provided materials to us after July 17th, we will schedule your classes as soon as possible, but your schedule may not be ready online until later in August.

**Q: I received a call or email saying you still needed something from me, but I sent all my forms. Do you have all of my information?**

**A:** As a courtesy, we contact students whose files are incomplete to remind them to send forms we had not yet received. You may have sent something to us as we were calling and emailing, or one of our Registration Guides may have been scheduling you or using the forms while we were sending the reminders. We apologize for any confusion.

If you returned ALL of your materials to us by the July 17th deadline, check for your schedule online (see instructions above). If you *do* have a schedule, we received all your forms and your registration process is complete. If you think you completed and submitted all your forms by the deadline and you *do not* have a schedule, something may still be missing, so email us again and we will check.

If you did NOT submit all materials by the deadline (July 17th), you may not yet have a schedule. We will be scheduling late submissions on a rolling basis throughout the rest of the summer.
Keep in mind that we cannot process your registration and schedule you until we have received all of the forms we need. The date we use is the date of the final form we received. For example, if you sent us a couple of forms before or on July 17 and a few forms on July 20, your completion date would be July 20 and your schedule would be created on or after the 20th.

Q: What happens if I send my forms in late or don’t send them at all?

A: If you have not yet provided a course checklist and advising materials (the forms we asked you to submit from our website) to the StART program and today's date is past July 17th, don’t panic. Go ahead and send the forms right away. We will do our best to register you as soon as we receive the forms, but your schedule may not be available online by August 8th. If you do not submit all the forms or if you submit them very late in the summer, you will need to register when you come to StART on August 19th. At that time, we will have registration guides and advisors available to help you complete the registration process. When you register for StART, let one of the StART staff members know that you need to schedule classes and he or she will direct you to these advisors.

We are looking forward to seeing you soon! Have a wonderful remainder of the summer.

The StART OWU Team