

Listed below are the steps to complete your enrollment process at Oakwood University:

1 PAY INTENT TO ENROLL FEE

- You may pay your Intent to Enroll Fee using the "Intent to Enroll" Form in the Application Status Portal (use your application log-in). This payment option does not require a student ID.
- Or you may contact the Cashier's Office at **256.726.8429** to make your non-refundable \$200 US Dollar Deposit after receiving your Oakwood Student ID number.
- Once your Oakwood Student ID Number and Email have been created, you will receive an email directing you to check your Application Status Portal
- There, you will find your new Student ID number, instructions for setting up your "myOakwood" Single-Sign-On (SSO) credentials and other important announcements about your enrollment status.
- If you experience technical difficulties, submit an email ticket to the IT helpdesk for support: helpdesk@oakwood.edu.

Email: Admissions@oakwood.edu • **Location:** Cunningham Hall • **Phone:** 256.726.7356

2 REGISTER FOR CLASSES

- Work with your CSS Advisor to register for classes.

Email: studentsuccess@oakwood.edu • **Location:** Cunningham Hall • **Phone:** 256.726.7402

Disability Support Services (DSS): Phone #: 256-726-7149 or email address: dss@oakwood.edu or bclarke@oakwood.edu location Cunningham Hall room 203

- First-time Freshmen Women –
CARTER HALL:
carterhall@oakwood.edu
- Transfer Women –
WADE HALL:
wadehall@oakwood.edu
- First-time Freshmen Men –
HOLLAND HALL:
hollandhall@oakwood.edu
- Transfer Men –
EDWARDS HALL:
hollandhall@oakwood.edu
- OFF CAMPUS Applications –
studentlife@oakwood.edu

3 HOUSING

All rooms are assigned double occupancy. Students' rooms are assigned by the respective Dean, under the supervision of the Director of Residential Life & Housing. Spring Housing Assignments in process

- Goto my.oakwood.edu; login to MyAbode & Follow steps to see housing and meal plan options.

Email: housing@oakwood.edu • **Location:** Blake Center • **Phone:** 256.726.8212

4 FINANCIAL AID

- FAFSA (Free Application for Federal Student Aid) - complete 2024-2025 FAFSA at <https://studentaid.gov> (school code: 001033)
- Net Partner - review your offer letter and accept or decline offered financial aid at <https://netpartner.oakwood.edu/NetPartnerStudent>
- Student Forms - submit verification and other required financial aid documents at <https://oakwood.studentforms.com> (formerly VerifyMyFAFSA)
- ASGP (Alabama Student Grant Program) - Alabama residents, complete your application at <https://www.ache.edu/wp-content/Grants/ALA-STUDENT-GRANT-PROG-FORM-2024-2025.pdf> and submit application and supporting documents to finaid@oakwood.edu
- Scholarships - Apply for scholarships NOW: United Negro College Fund <https://uncf.org/> and Thurgood Marshall College Fund <https://www.tmcf.org/>
- Financial Aid Check-in - Call to schedule an appointment with your Financial Aid Counselor

Email: finaid@oakwood.edu • **Location:** Cunningham Hall • **Phone:** 256.726.7210

5 STUDENT ACCOUNTS

- Registration Clearance - Call to schedule an appointment with your Financial Aid Counselor
- Review Course and Fee Statement online at my.oakwood.edu
- To financially clear, make your payment of at least 80% including a payment plan for any remaining balance. (Note: Check your charges before making payment)
- Make your payment to financially clear before the first day of class.
- PayONLINE at my.oakwood.edu OR call Cashier's Office: **256.726.8429**

*In-person Appointment Clearance by Appointment Only via the WaitWell app. (Note: No walk in appointment.)

- Scan QR code to schedule appointment with Student Accounts ----->
- Payment Plan Info for remaining 20% balance: borrower.ecsi.net or 866.927.1438
- Please order your books/materials anytime at: <https://sso.bnccollege.com/bes-sp/bessso/saml/oakwoodedu/aip/logon>

Pick up your books after you are financially cleared. Look for "Your Order Will be Ready" email.

Email: bookstore@oakwood.edu • **Location:** Bookstore (by Tennis Courts) • **Phone:** 256.726.7066

STEPS CONTINUED →



...steps to complete your enrollment process at Oakwood University, continued...

6 NEW STUDENT ORIENTATION

- Register for New Student Orientation:** : January 2, 2025, will provide two sessions that day. 10:00 - 12:00 and 2:00 - 4:00
- Complete form at <https://forms.office.com/r/tLUpy7wy8MR> or

Email: studentsuccess@oakwood.edu • **Location:** Cunningham Hall • **Phone:** 256.726.7044

7 STUDENT PHOTO ID

- Take your Photo ID picture** after receiving Financial Clearance.
- Move into your residence hall** after you have received your OU campus Photo ID.

Email: studentlife@oakwood.edu • **Location:** Blake Center • **Phone:** 256.726.7398

8 STUDENT EMPLOYMENT

- All students seeking** on-campus employment must complete the E-Verify Process.
- E-Verify requires** presentation of original documents (no mail-in, emails, faxes, or copies) from List A or B and C.

See list of acceptable documents at: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

Location: Cunningham Hall • **Phone:** 256.726.7134

9 INTERNATIONAL STUDENTS

- Once you have financially cleared, be prepared to register your attendance with Admissions for Homeland Security** by reporting to the DSO after clearance during business hours: 8:30am to 5:00pm Monday through Thursday and 8:30am to 11:30am. Please check your email regularly.

Email: f1students@oakwood.edu • **Location:** Cunningham Hall - 2nd Floor, Room 222 • **Phone:** 256.726.7031

10 HEALTH SERVICES

- Create your CastleBranch Account** by visiting the CastleBranch portal: portal.castlebranch.com/kw02

INSTRUCTIONS:

- Click Place Order** > Select please select > click "KW02im" Compliance Tracker"
- Select "I have read order instructions"** - Click to Continue to the order review (*You will not have to enter any payment information).
- Create the Account** - Enter your Oakwood student ID# as your pin. *Create an account with your email as your username and create your password. Then follow the prompts.*
- After an account is created**, upload all required health *information as a PDF document* to your CastleBranch account.

THE REQUIRED FORMS ARE:

1. **Consent to Treat**
2. **Immunization** (To be submitted for the following: Tuberculosis skin test, or T-spot, or QuantiFERON TB Gold (if applicable), Tdap, MMR #1, MMR #2, Meningitis, and Hepatitis B.)
3. **TB Screening Questionnaire**
4. **These forms are available at** <https://linktr.ee/oakwoodhealthservices>
5. **Health Insurance Waiver/Enrollment LINK:** – The United Healthcare Student Resources (UHCSR) link will be available and active November 4, 2024 to January 31, 2025. Students who are waiving will be required to upload a copy of their insurance card (front and back) to be verified for approval. If your card is denied, you will have an opportunity to appeal.
6. Those who are enrolling will access the link and complete the required information. You should receive an email once your enrollment or waiver form has been completed.
7. **You may also access all forms in the CastleBranch portal** or use the following QR Code. ➔

Email: ouhs@oakwood.edu • **Phone:** 256.726.7480/7482

Location: Community Health Action Center (CHAC) at the Huntsville Hospital Physician's Care Clinic side on the right side 1863 Sparkman Drive Huntsville, AL 35816

