

Oklahoma Panhandle State University

Enrollment Checklist

New Student

(Prior to Enrollment)

- ___ Complete Online Application
- ___ Submit all paperwork for OPSU Acceptance
- ___ Complete Placement Testing if required (Counseling Testing Office HMH 141)
- ___ Receive email from Admissions to setup aggie access
- ___ Set up Aggie Access
- ___ Link Aggie Access to Phone or Alternate email for token and Banner PIN retrieval
- ___ Contact Admissions to setup Advisor

(When Enrollment Opens)

Login to Student Portal

- ___ www.my.opsu.edu
- ___ Go to Self Service Banner (SSB)
- ___ Click on Student
- ___ Go to Student Records
- ___ Click on View Holds
- ___ If no Holds, contact advisor to enroll
- ___ If Holds, contact appropriate office

Advisor Process

- ___ Review Class Schedule SSB
- ___ If Advisor enrolling, provide Banner PIN to Advisor
(Login into Aggie Access → Click on Receive Banner PIN)
- ___ If Student enrolling, Advisor deletes Alternate PIN
- ___ Print Class Schedule

Business Office Cashier – SEWELL-LOOFBOURROW - West Side Central Hall

- ___ Make Payment or setup payment plan

Office of Students Affairs – SEWELL-LOOFBOURROW 126

- ___ ID Card Issue (or ID Card validation)
- ___ Resident Hall Assignment (if applicable)
- ___ Parking Decal

Financial Aid – SEWELL-LOOFBOURROW 106 (if applicable)

- ___ Financial Aid Application
- ___ Financial Aid Counseling

(Week before classes start)

Student Union

- ___ Take yearbook photo (CARS Lounge in Student Union Building)

Bookstore

- ___ Present Class Schedule
- ___ Pick up Rental/Buy Books