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