



## OPSU POLICIES AND PROCEDURES

TITLE: Pre-Enrollment and Confirmation Policy

APPROVED BY: Bobby Jenkins, Registrar and Director of Admissions

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The following guidelines are provided for pre-enrollment and confirmation for each of the scheduled sessions and/or semesters:

1. Upon pre-enrollment, advisors will encourage students to go to the business office and pay 10% of their bill to confirm classes. Confirmation must be accomplished by the following dates:

Interterm and Summer Sessions: First day of classes

Fall and Spring Semesters: First day of classes

Students who do not confirm within this time frame will have their enrollments cancelled.

2. The balance of the school bill must be paid by the following dates:

Interterm and Summer Sessions: First day of classes

Fall and Spring Semesters: 45 calendar days from the first day of classes.

3. Continuing students who are unable to comply with the above must see the Comptroller in SL 111 or the Comptroller in SL 111 or VPAAO in SL 137, to make payment arrangements.