

## Registration Checklist for Students

### Before you register:

- Have you applied for admissions? Apply at [www.odessa.edu](http://www.odessa.edu) or contact the Admissions Office, (432) 335-6432.
- Have you had all transcripts and documentation sent (including TAKS or GED scores, or international info)  
To verify, contact the Admissions Office, (432) 335-6432.
- Have you applied for financial aid? (You will need current tax forms.)  
Apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or contact Student Financial Services, (432) 335-6429.
- Have you taken the THEA or COMPASS assessment or are you exempt? Contact the Testing Center, (432) 335-6620.
- Have you decided what you would like to study? For assistance contact: OC Help Center and Career Services (432) 335-6433.
- Have you reviewed the catalog for courses of study offered at OC?
- Select class times from this schedule!

**Admissions, Student Financial Services, Testing Center, Career Services, Registrar and the OC Help Center are located on the second floor of the Student Union Building.**

### Registration:

- See your departmental advisor or a counselor in the OC Help Center to assist you in completing a registration form.  
**OR**  
Register online at [www.odessa.edu](http://www.odessa.edu) 5am-midnight, 7 days a week during registration periods, if you are a returning student in good standing.
- Turn in signed registration form to the Registrar's Office or the Wrangler Express Center.
- Go to the Cashier's Office, the Wrangler Express Center or pay online by payment due date.

**Wrangler Express Center and the Bookstore are located on the first floor of the Student Union Building.**

**OC Help Center, Registrar's Office and the Cashier's Office are located on the second floor of the Student Union Building.**

## Where to call if you have a question

TOPIC	PHONE	OFFICE
Admissions .....	335-6432 .....	Admissions
Advanced Standing .....	335-6400 .....	Respective Dept. Chairman
Advisement/Counseling .....	335-6433 .....	OC Help Center
Andrews Business and Technology Center .....	(432) 523-3300 .....	Director's Office
Books .....	335-6655 .....	Bookstore
Catalogs/Schedules .....	335-6416 .....	Media Relations/Publications
Costs .....	335-6419 .....	Cashier's Office
Distance Education Programs .....	335-6781 .....	Distance Education
Financial Assistance .....	335-6429 .....	Student Financial Services
GED Classes .....	335-6380 .....	Adult Basic Education
GED Testing .....	335-6620 .....	Testing Center
General Information .....	335-6400 .....	Switchboard
Housing .....	335-6300 .....	Century Commons
ID Cards .....	335-6419 .....	Cashier's Office
New Students .....	335-6849 .....	Wrangler Express Center
Non-Credit Courses .....	335-6580 .....	Continuing Education
Parking .....	335-6419 .....	Cashier's Office
Pecos Technical Training Center .....	(432) 445-5535, 335-6809 .....	Director's Office
Registration .....	335-6404 .....	Registrar
Testing Information .....	335-6620 .....	Testing Center
Tutoring .....	335-6878 .....	Student Success Center
Veterans .....	335-6357 .....	OC Help Center