

Registration Checklist for Students

Before you register:

- Have you applied for admissions? Apply at 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 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 (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, Registrar and the OC Help Center are located on the second floor of the Student Union Building.

Registration:

- All first time in college students who are taking six or more credit hours are required to enroll in COLL 0171: Strategies for Success. Students receive one credit that counts toward total enrollment hours for the semester. The credit does not transfer or count towards graduation.
- 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 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.
- Take schedule to Bookstore to price and purchase textbooks.
- Check out housing with Century Commons, <http://www.campushousing.com/odessa/index.htm>

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	335-6783	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
Monahans Center	943-5368	Vocational Nursing Dept. Chair
New Students	335-6849	Wrangler Express Center
Non-Credit Courses	335-6580	Continuing Education
Parking	335-6419	Cashier's Office
Pecos 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	335-6833	OC Help Center